



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Tuesday, September 6, 2016
7:00 p.m. – Council Chambers**

6:00 – Public Hearing, Energy Performance

1. **PRAYER – William Edgar**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – August 1, 2016**
 - **Regular Meeting – August 1, 2016**
6. **SPECIAL GUESTS.**
 - **Enfield High School Renovation Building Committee**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Project and Activities Report**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - **Enfield High School Renovation Building Committee**
12. **OLD BUSINESS.**
 - A. **Appointment(s) - Town Council Appointed.**
 1. **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 06/30/18. (Tabled 04/15/2013)
 2. **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 6/30/2018. (Tabled 09/15/2014)

3. **Area 25 Cable Television Advisory Committee Enfield Representative –**
The Term of Office of Walter Shermer (R), Expires 06/30/2016.
Reappointment or Replacement Would be Until 06/30/2018.(Tabled
06/20/2016)
4. **Clean Energy Committee-** The Term of Office of Suzanne Giwoyna (U)
Expires 03/17/2016. Reappointment or Replacement Would be Until
03/17/2020. (Tabled 03/21/2017)
5. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of
Patrick Droney (R). Replacement Would be Until 03/17/2018. (Tabled
07/05/2016)
6. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of
Andrew Laprade (D). Replacement Would be Until 03/17/2018. (Tabled
07/05/2016)
7. **Clean Energy Committee –** A Vacancy Exists Due to Resignation of Ann
Marie Dooley. Replacement Would be Until 03/17/2009. (Tabled 07/05/2016)
8. **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)
9. **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)
10. **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)
11. **Enfield Beautification Committee –** A Vacancy Exists for Rachel Burnes
(U), by Resolution No 3672, Replacement Would be Until 12/01/2016.(Tabled
06/20/2016)
12. **Enfield Beautification Committee –** A Vacancy Exists for Todd Barsalou
(R), by Resolution No 3672, Replacement Would be Until 12/01/2016.
(Tabled 06/20/16)
13. **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. (Tabled 05/16/2016)
14. **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. (Tabled 05/16/2016)
15. **Enfield High School Renovation Building Committee –** A Vacancy Exists
Due to the Resignation of Walter Kruzel (R), Replacement Would be
Indefinite. (Tabled 12/07/2015)
16. **Enfield High School Renovation Building Committee –** A Vacancy Exists
Due to the Resignation of George Rypysc (D), Replacement Would be

Indefinite. (Tabled 12/07/2015)

- 17. Enfield High School Renovation Building Committee - A Vacancy Exists** Due to the Appointment of Laura Vella (U) to a Regular Member. Replacement is Indefinite. (Tabled 10/05/2015)
- 18. Enfield Revitalization Committee – A Vacancy Exists Due to the Resignation** of Rebecca Olesen (D). Replacement Would Be Until 04/30/2017. (Tabled 06/06/2016)
- 19. Enfield Revitalization Committee – A Vacancy Exists Due to the Resignation** of Kassie Huhtanen(D). Replacement Would be Until 4/30/2017. (Tabled 06/06/2016)
- 20. 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)
- 21. Greater Hartford Transit District – The Term of Office of Stephen Mitchell** (R), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2020.(Tabled 06/20/2016)
- 22. 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)
- 23. 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)
- 24. Inland Wetland and Watercourse Agency-** The Term of Office of Joseph Albert (R), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2020. (Tabled 06/20/2016)
- 25. 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)
- 26. 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)
- 27. 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)

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

- 1. 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)
- 2. 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)

3. **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)
 4. **Building Code Appeals Board**- The Term of Office of Gary Sullivan,(R) Engineer Expired on 11/01/2014. Reappointment of Replacement Would be Until 11/01/2019.(Tabled 11/17/2014)
 5. **Fair Rent Commission** – The Term of Office of Samuel McGill (D), Expired 06/30/2008. Replacement Would be Until 06/30/2016.
 6. **Fair Rent Commission** – The Term of Office of William Downs (U), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2018. (Table 06/20/2016)
 7. **Housing Code Appeals Board (Alternate)** - The Term of Office of Constance P. Harmon (R) Expired on 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
 8. **Housing Code Appeals Board (Alternate)** - The Term of Office of Lawrence P. Tracey, Jr. (R), Insurance, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/01/2021)
 9. **Housing Code Appeals Board** - The Term of Office of Karen Chadderton (D), Registered Nurse, Expired 05/01/2016. Replacement Would be Until 05/01/2021. (Tabled 05/16/2016)
- 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:** Scantic River Park. (Tabled 10/05/2015)
- F. Discussion:** Energy Performance Special Referendum. (Tabled 12/21/2015)
- G. Discussion:** Commemorative Partner Program. (Tabled 12/21/2015)
- H. Discussion/Resolution:** Request for Transfer of Funds or the Purposes of Performing a Splash Pad Assessment Study \$15,000. (Tabled 08/01/2016)
- I. Discussion/Resolution:** Request for Transfer of Funds for Performing a School Infrastructure and Educational Needs Assessment Study on John F. Kennedy Middle School \$75,000. (Tabled 08/01/2016)
- J. Discussion/Resolution:** Resolution Waiving the Bid Requirements for Performing a School Infrastructure and Educational Needs Assessment Study on John F. Kennedy Middle School. (Tabled 08/01/2016)
- 13. NEW BUSINESS.**
- A. Consent Agenda – Action.**
 - B. Appointment(s)–Town Council Appointed.**

1. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Raymond Bouchard (R). Replacement Would be Until 03/17/2018.

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

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

E. Discussion/Resolution: Resolution Establishing Rules and Regulations for the Issuance of Mobile Food Vendor Permits and the Lawful Operation of Mobile Food Vendors.

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

B. Appointment(s) – Town Council Appointed.

1. **Commission on Aging –** A Vacancy Exists for a Regular Member (D). Replacement Would be Until 12/31/2018.

2. **Commission on Aging –** A Vacancy Exists Due to the Resignation of Pauline LaCroix (D). Replacement Would be until 12/31/2017.

3. **Commission on Aging (Alternate) –** A Vacancy Exist Due to the appointment of an Alternate Member to a Regular Member (R). Replacement Would be Until 12/31/2017.

4. **Historic District Commission –** The Term of Office of Richard Tatoian (D), Chairman, Expires 08/31/2016. Replacement or Reappointment Would be until 08/31/2021.

5. **Historic District Commission –** The Term of Office of Colleen Reidy (G), Expires 08/31/2016. Replacement or Reappointment Would be until 08/31/2021.

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

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

E. **Discussion/Resolution: Resolution to Approve Pay Range for the Director of Development Services

F. **Discussion/Resolution: Request for Transfer of Funds for Development Services \$43,551.

G. **Discussion/Resolution: Resolution Authorizing the Town Manager to Enter Into an Agreement with Operation Fuel, Inc.

H. **Discussion/Resolution: Resolution Authorizing a Bid Waiver for Remounting a New Chassis to an Existing Ambulance Box.

I. **Discussion/Resolution: Resolution Regarding the Non-Union Plan.

J. **Discussion/Resolution: Resolution Authorizing the Town Manager to Enter Into Multi Year Lease Agreement with CSI Leasing Inc.

K. **Discussion/ Resolution: Resolution to Appropriate \$11,200,000, for the Energy Performance Contracting Capital Replacement Project.

L. **Discussion/Resolution: Resolution to Submit Appropriation and Bonding Resolutions to Referendum.

M. **Discussion/Resolution: Resolution to Authorize the Town to Prepare Explanatory Text and Materials for the Referendum Question.

15. MISCELLANEOUS.

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

17. COUNCILOR COMMUNICATIONS.

18. ADJOURNMENT.

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

OFFICE OF THE TOWN MANAGER

Date: September 6, 2016

To: Scott Kaupin, Mayor

From: Bryan Chodkowski, Town Manager

Re: PUBLIC HEARING GROUND RULES – A Public Hearing has been scheduled to allow interested citizens an opportunity to express their opinions regarding the **ENERGY PERFORMANCE CONTRACTING CAPITAL REPLACEMENT PROJECT**.

1. Roll Call.
2. READ BY MAYOR: The following Notice of Public Hearing was published in the Hartford Courant, Friday, August 26, 2016.

**TOWN OF ENFIELD
LEGAL NOTICE
PUBLIC HEARING**

The ENFIELD TOWN COUNCIL will hold a Public Hearing in the Enfield Town Hall Council Chamber, 820 Enfield Street, Enfield, Connecticut on Monday, September 6, 2016 at 6:00 p.m. to allow interested citizens an opportunity to express their opinions regarding the **ENERGY PERFORMANCE CONTRACTING CAPITAL REPLACEMENT PROJECT**. Copies of the proposed amendment is on file in the office of the Town Clerk, 820 Enfield Street, Enfield, CT.

Suzanne F. Olechnicki, Town Clerk
Dated: August 15, 2016

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

/dm

PUBLIC NOTICES

INVITATION FOR BID EFFICIENT WINDOW REPLACEMENT PROJECT

The Town of Marlborough, Connecticut is seeking bids for the Efficient Window Replacement Project for the Town Hall II, 26 North Main Street, Marlborough, Connecticut in the a.m. prevailing time, on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The removal and disposal of the existing windows and the installation of double pane windows with interior 8 over 8 grills with vinyl frames. The work includes all carpentry work necessary to removal and installation of the existing windows and the installation of double pane windows with interior 8 over 8 grills with vinyl frames.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

The bid opening will be held at Town Hall 26 North Main Street on Tuesday, September 13, 2016, at 9:00 a.m. Bidders will have an opportunity to review the plans and specifications at the Town Hall II, 26 North Main Street, Marlborough, Connecticut, on Tuesday, September 13, 2016, at 9:00 a.m.

NOTICE TO CREDITORS

ESTATE OF Cheryl E. Lallier (16-0387)

The Hon. Timothy R.E. Keeney, Judge of the Court of Probate, District of North Central Connecticut, by decree dated August 22, 2016, ordered that all claims must be presented to the fiduciary at the address below. Failure to promptly present any such claim may result in the loss of rights to recover on such claim.

Patricia L. Finch, Assistant Clerk

The fiduciary is:
Jean-Guy Lallier, Jr.
c/o Wendell D. Avery, Esq., 182A West Stafford Road, Stafford Springs, CT 06076

TOWN OF WILLINGTON LEGAL NOTICE

The Zoning Board of Appeals will hold a Public Hearing on September 8, 2016 at the Town Office Building, 40 Old Farms Road, at 7:30 p.m., for the following application:

ZBA2016-3 Application for variance from section 4.04 Buildable Area at 61 Turnpike Road (Map 45 Lot 06 Zone D1) Owner/Applicant: Kurt Lessenger

At these hearings interested persons may appear and be heard, and written communications received. Details can be found in the Land Use Office.

Dated this August 22, 2015
Clerk, Willington ZBA

SHORT MINUTES INLAND WETLANDS - ENVIRONMENT COMMISSION OF THE TOWN OF EAST HARTFORD

At the August 23, 2016 meeting of the Inland Wetlands - Environment Commission of the Town of East Hartford, the Commission voted to take the following actions:

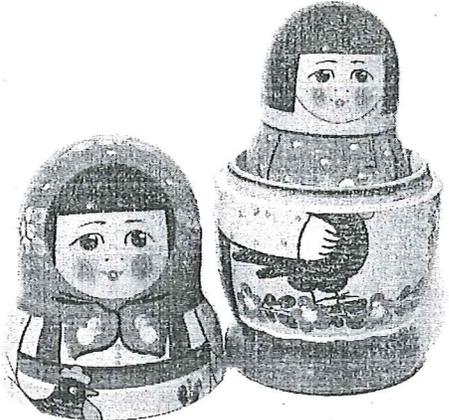
A. Approved: File #2016-010, Application of the Town of East Hartford to conduct a regulated activity in Inland Wetlands and Upland Review areas in conjunction with a project to rehabilitate the golf cart paths at the East Hartford Golf Course at 130 Long Hill Street.

M. Denise Horan, PE, Town Engineer, The Designated Agent for the Inland Wetlands/Environment Commission.

TOWN OF ENFIELD LEGAL NOTICE

The Enfield Town Council will hold a PUBLIC HEARING in the Enfield Town Hall, Council Chambers, 820 Enfield Street, Enfield, Connecticut on Tuesday, September 6, 2016 at 6:00 p.m. to allow interested citizens an opportunity to express their opinions regarding the ENERGY PERFORMANCE CONTRACTION CAPITAL REPLACEMENT PROJECT. The proposed project can be viewed at www.enfield-ct.gov.

Please direct any questions to Town Manager, Bryan R. H. Chodkowski, (850) 253-6350 or town.manager@enfield.org. Suzanne F. Olechnicki, Town Clerk
Dated: August 15, 2016



Find yourself at the center.

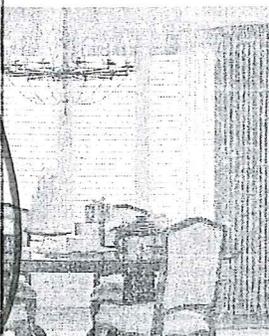
Years of failed diet and exercise programs left you feeling frustrated inside yourself? The real you is in there. The happier you. The healthier you. Find yourself at the center, with the region's most advanced surgical weight loss program.

Attend a free information session, call 860-533-4692 or visit echn.org/weightloss

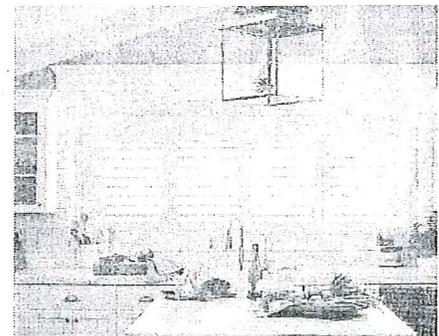


Corked Wine Column
THURSDAYS IN Flavor

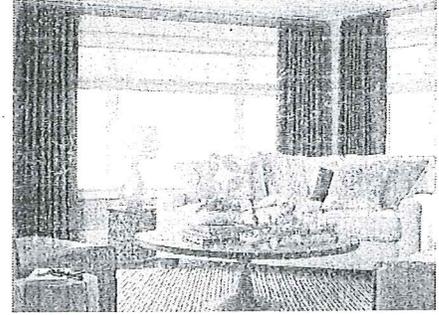
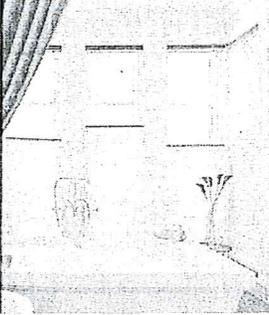
UNIFORM YOUR ROOMS BY CHANGING YOUR WINDOW COVERINGS



Pinch pleat drapes



Custom hardwood shutters



health & safety
Josh Kovner
a COURANT Exclusive
Hartford Courant

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

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

ROLL-CALL - Present were Councilors Arnone, Bosco, Deni, Edgar, Hall, Kaupin, Stokes and Szewczak. Councilor Cekala entered at 5:32 p.m., Councilor Lee at 5:43 p.m. Councilor Davis was absent. Also present were Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Senior Assistant Town Attorney Maria Elsdon, Assistant Town Attorney Mark Cerrato, Director of Planning Roger O'Brien, Chief of Police Carl Sferrazza, Town Clerk Suzanne Olechnicki

MOTION #3766 by Councilor Stokes, seconded by Councilor Bosco to go into Executive Session to discuss Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3766** adopted 8-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

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

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Deni, Edgar, Hall, Kaupin, Stokes and Szewczak. Councilor Lee entered at 5:43 p.m. Councilor Davis was absent. Also present were Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Senior Assistant Town Attorney Maria Elsdon, Assistant Town Attorney Mark Cerrato, Director of Planning Roger O'Brien, Chief of Police Carl Sferrazza, Town Clerk Suzanne Olechnicki

Present from the Planning & Zoning Commission were Linda DeGray, Chairman Charles Duren, Secretary Peter Falk, Charles Ladd, and Mary Scutt and from the Zoning Board of Appeals Chairman Maurice LaRosa, Charles Mastroberti and Lynn Scull, and Secretary Mary Ann Turner.

Also present Attorney Jay Huntington of Regnier, Taylor, Curran & Eddy and Attorney James Tallberg of Karsten & Tallberg LLC

Chairman Kaupin recessed the Executive Session at 7:15 p.m., reconvened the Special Meeting at 7:16 p.m. and stated that during Executive Session, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3767 by Councilor Cekala, seconded by Councilor Stokes to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3767** adopted 10-0-0 and the meeting stood adjourned at 7:17 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

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

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, August 1, 2016. The meeting was called to order at 7:20 p.m.

PRAYER – The Prayer was given by Councilor Deni.

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. Councilor Davis was absent. Also present were Town Manager, Bryan Chodkowski; Town Attorney, Christopher Bromson; Town Clerk, Suzanne Olechnicki; Director of Public Works, Jonathan Bilmes, Superintendent of Water Pollution Control, Kevin Shlatz

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3768 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the July 5, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3768** adopted 7-0-3, with Councilors Deni, Hall and Kaupin abstaining.

MOTION #3769 by Councilor Stokes, seconded by Councilor Szewczak to accept the minutes of the July 5, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3769** adopted 7-0-3, with Councilors Deni, Hall and Kaupin abstaining.

SPECIAL GUESTS

Enfield High School Renovation Building Committee

Present were Committee Chairman, Randy Daigle; Dean Petrucelli from Silver Petrucelli & Associates and Amar Shamas from Gilbane Building Company

Mr. Daigle stated there are no major issues, the schedule is on track, and they are under budget. He noted this is a team effort, and they have a great Committee. He stated the Town and Board of Education have been supportive.

Mr. Shamas provided photographs of the completed and occupied Fermi wing, which is a four-story, 105,000 square feet addition. He noted there have been no issues since that wing has been occupied for the past nine months. He noted this is a fully code compliant, energy efficient type facility.

He stated another space completed in November, which has been occupied since, is the cafeteria and a \$1.2 million dollar kitchen. He provided photographs of this space. He noted the cafeteria is almost double in size in terms of seating and is designed to carry the entire population in three waves.

Mr. Shamas stated the focus is currently on the "A" wing, which is the existing school along with the library space and main office. He noted the exterior is generally completed, and they're planning to do the final paving on the site by the end of this week or early next week. He stated the main office was completely renovated, and furnishings are being moved into the building. He added all the moving on Level 2 and 3 is complete. He noted today they're moving into Level One, and they're well ahead of schedule.

He stated all town inspections are complete on all four floors, and they're ready for a final inspection the week of August 15th.

Mr. Shamas provided photographs of the "A" wing, which includes lighting upgrades, new lockers, code upgrades, new finishes, new electrical, mechanical and HVAC systems. He noted the building is completely clean regarding PCB's and asbestos. He stated they completely renovated the library space with new lighting, new ceilings, and new HVAC. He noted the library furnishings have already been moved in.

He then spoke about the gymnasium space and noted the flooring is already completed throughout that corridor as well as new millwork, new ceilings, and new lighting. He stated they replaced the old display cases throughout the area with new display cases. Mr. Daigle noted they'll have a school store with glass display cases to display all the merchandise. He added they have ample display cases to display trophies from both high schools.

Mr. Shamas then spoke about the music wing. He noted they're substantially completed on the roofing, and they're still working on interiors with walls and electrical work. He stated this space is scheduled for completion by the end of January, 2017, and they are on schedule and things are going extremely well.

He stated they almost doubled the space for the auditorium and are adding a new stage. Mr. Daigle added there will be seating for over 900 people, and they've added ADA ramps up to the stage.

Mr. Shamas referred to the band room, which is the most eastern part of the music wing. He noted this area has a very high vaulted ceiling, and it's a very grand space right at the back of the auditorium space. Mr. Daigle stated the new band room is slightly smaller than the size of the previous auditorium, and it backs up to the stage with access into the

auditorium so the band could filter right from the band room to the back of the stage for performances.

Mr. Shamas stated they are doing a lot of site work and landscaping, and everything should be coming together in the fall of this year.

Councilor Hall expressed her gratitude to everyone for their hard work on this project. She noted this is an amazing project.

Councilor Arnone thanked everyone for their hard work.

Councilor Szewczak stated the original structure of Enfield High School still stands, and she expressed her appreciation for preserving that heritage.

Councilor Edgar raised the issue of the front driveway being closed off, and Mr. Shamas noted they're expanding the width of the entrance driveway by a foot or two. He noted this is primarily for safety reasons, and this was planned awhile ago. He explained this widening will allow for a left and right turn lane. He stated it's hoped this work will be done by Wednesday. He added emergency vehicles would still be allowed access.

Councilor Stokes thanked everyone for their work on this project. He noted Enfield students will have a top of the line school and hopefully families will consider keeping their children in Enfield Public Schools as a result of this building.

Chairman Kaupin expressed his appreciation to everyone involved in this project. He noted it has been a pleasure working with this team.

Mr. Daigle stated they will be using ceremonial bricks and benches from Enfield High and Fermi High within this project. He added they will try to incorporate meaningful items from Fermi within this new high school project.

Councilor Deni questioned whether there will be an orientation for new students, and Mr. Daigle stated they have been working with the Board of Education and Town Manager to pick a date for the orientation.

Councilor Deni expressed his appreciation for a job well done.

PUBLIC COMMUNICATIONS & PETITIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Szewczak stated there will be a final uniform sale at the Enfield High School gymnasium from 9:00 a.m. to 12:00 noon on Saturday, August 27th.

Councilor Deni stated the Mt. Carmel Festival is scheduled for August 5, 6 and 7.

Councilor Bosco stated there's a lot of trash on Town Farm Road, and he would like this addressed.

Councilor Cekala stated registration for Enfield Girls Softball for the fall is open, and girls can register at enfieldgirlssoftball.com. She noted Little League registration for the fall will also be open very soon, and people can go onto that website for more details.

Councilor Hall requested additional trash and recycling bins be placed at the Scantic River Park. She noted this past weekend, all trash and recycling bins were overflowing.

Councilor Lee commended the Enfield Dolphin Swim Team for a successful season. He noted they just completed A & B championships, and they did very well.

MOTION #3770 by Councilor Lee, seconded by Councilor Arnone to add Item N – a resolution for a CHRO claim.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3770** adopted 10-0-0.

MOTION #3771 by Councilor Lee, seconded by Councilor Hall to suspend the rules to address under Miscellaneous Items 14 F, G, H, I, J, K, L and N.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3771** adopted 10-0-0.

Chairman Kaupin stated the Enfield Dog Park swearing in ceremony for the new Mayor and Deputy Mayor will be held on Friday, August 26th at 6:00 p.m. at the dog park.

He thanked the Town of Enfield and residents of Enfield for coming out to the Fourth of July Town Celebration. He noted overall it was a successful event.

Chairman Kaupin extended his best wishes for the upcoming Mt. Carmel and Pirate Festivals.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated there will be a special meeting of the Town Council on Monday, August 22nd at 6:30 p.m. at Town Hall. He noted this will be an updated presentation from Honeywell for the energy performance project.

He stated the Council has within their packets the Project and Activities Report.

Councilor Lee requested the Town Manager set up a meeting between himself, EMS Director, Gary Wiemokly and the Town Manager so he can get a better understanding of

how they're measuring response times for the EMS Department and what tool they use and whether it's being done through radio or GIS.

Councilor Arnone expressed appreciation for the Project and Activities Report. He referred to the "River Access Project" and questioned how they can secure that money before the State takes back those funds. Mr. Chodkowski stated they did have a meeting with state and federal legislators, and they informed ConnDOT that the Town does intend to proceed with the project as initially intended as last presented to them. He noted they had all of those members, who were in the initial legislative delegation meeting, reach out on the town's behalf and confirm their support on the town's desire to use those funds. He stated they exchanged emails today with ConnDOT to get a meeting with them to come in and demonstrate to them why this project is important and why it should continue forward. He noted he does not know the date or time of that meeting as yet.

Councilor Arnone stated this is a very important amount of money, and it's a very important project for downtown and riverfront recapture.

Councilor Cekala referred to the performance contracting meeting on August 22nd and requested they get the word out about this meeting as soon as possible.

Councilor Arnone stated people attending the August 22nd meeting will be able to talk directly to the engineers regarding the performance contracting project.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated the CREC mediation will take place at the New Britain courthouse August 30th at 11:30 a.m.

REPORTS OF SPECIAL COMMITTEES OF THE COUNCIL

There were no reports.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3772 by Councilor Lee, seconded by Councilor Arnone to remove Item #4 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3772** adopted 10-0-0.

NOMINATION #3773 by Councilor Lee to appoint Teresa Richard (R) to the Clean Energy Committee for a term which expires 3/17/18.

MOTION #3774 by Councilor Szewczak, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3774** adopted 10-0-0.

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

All other appointments remained tabled.

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

MOTION #3775 by Councilor Szewczak, seconded by Councilor Arnone to remove Item H from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3775** adopted 10-0-0.

RESOLUTION #3776 by Councilor Arnone, seconded by Councilor Szewczak.

WHEREAS, Chapter 58, Article II of the Town Code addresses Hawkers, Peddlers, and Auctioneers Ordinance; and

WHEREAS, the Town Council proposes to regulate mobile food vendors and to amend Article II to include Section 58-35, Mobile Food Vendors; and

WHEREAS, the Town Council held a public hearing on May 16, 2016 to receive input from the residents of the Town of Enfield regarding the proposed amendment;

NOW, THEREFORE, BE IT ORDAINED, by the Enfield Town Council that:

Section 1: Chapter 58 of the Town Code to include Section 58-35, Mobile Food Vendors, attached hereto as Exhibit A and incorporated herewith as included herein.

Section 2: That this ordinance shall become effective upon the earliest date allowed under the Code of Enfield Connecticut and General Statutes of the State of Connecticut.

Mr. Chodkowski reviewed some of the language in the ordinance. He noted Councilor Lee suggested some very specific definitions and Councilor Cekala took a generalized approach. He noted the language was changed to make it “any public utility”. He stated the ambiguity benefits the Town and the enforcement aspect moving forward, but they did want to be conscientious of what a public utility might be.

Councilor Lee stated there are things that are considered private water companies, and there are things that are considered public water companies. He stated his belief they're trying to say "you may not make a water connection", and it could be said that a DPUC regulated electrical utility is a public utility, but someone running solar panels and wanting to make a connection to a truck would also be something they're not seeking to have occur. He went on to note that in the same manner a public utility would be the Town's sewer system. He noted making a connection to a private septic tank is also something they're not seeking to have occur. He stated his point is that while they have issues connecting to those regulated utilities and services, at the same time they're not looking to interfere with someone making a connection to a public internet provider for the purposes of sending messages, updating twitter, or anything else of that nature that a vendor might do. He pointed out a telecom is a registered public utility. He stated they should say what they mean and mean what they say if they're going to go through any of this process to create a very careful ordinance.

Councilor Lee stated his belief they should take the time to spell out what should not be connected to what kind of system. He feels it's important to spell out Item #4 in this ordinance.

Councilor Cekala stated her belief it's not necessary to spell it out because she feels "any public utility" is going to be more than sufficient. She cautioned it being a specific line item list because they are then all inclusive and excluding something they may not have thought of. She suggested a way to get around that would be to say, "including, but not limited to".

Mr. Chodkowski stated his concern from the administrative side is that regardless of the rule, there's always an exception to the rule. He noted apart from this, there's a three-page document that hasn't even been discussed as yet, and it includes 17 different requirements to vend and an additional 18 sections, not including subsections, along with an additional five sections of rules and regulations. He went on to state that if a vendor can connect to any public utility under this and not be in violation of any of these other items, there would be other administrative issues. He stated his belief that by being specific, they're trying to account for every consideration, and he does not know they can do that in an environment of mobile business.

Councilor Lee stated if they're saying vendors can't connect to utilities, they should just say that. He noted they're not getting into trying to regulate telecom, but the concern is with water, sewage and electricity.

Councilor Arnone stated his concern if they start splitting hairs on this, it will get so out of hand that there will be an exception somewhere.

Chairman Kaupin questioned if "a self-contained operation" is stated anywhere. He noted if there is such a statement, then a vendor couldn't hook up to anything outside the vehicle.

Councilor Szewczak stated her impression they're trying to prevent a food truck that is a business from using utilities that are paid for by other people, i.e., sewer, water, etc.

AMENDMENT #1 by Councilor Lee, seconded by Councilor Hall that Exhibit A, Item #4 be modified to say, "connect to any utility or service such as, but not limited to, water, sewer or electric for the purpose or duration of activity".

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3776** adopted 10-0-0, as amended.

NEW BUSINESS

New Business items will appear on the next regular meeting agenda.

ITEMS FOR DISCUSSION

DISCUSSION RE: REQUEST FOR TRANSFER OF FUNDS FOR THE PURPOSES OF PERFORMING A SPLASH PAD ASSESSMENT STUDY - \$15,000

Mr. Chodkowski stated the Town was approached by the organization, Two Moms on a Mission" to raise funds for a splash pad. He noted while the Town is grateful they were willing to do this, he believes there are other things to be considered. He stated this would involve things such as the size of the water utility; what kind of water pressure; what size parcel; how much parking, etc. He noted there were also some legacy costs that were not thought of, such as how would this facility be turned on and off on a regular basis; what does it cost to run the pump; is the pump the right kind of pump, etc. He felt it was prudent to bring on a consultant to perform an assessment so the Town had a better understanding of what the cost would be and where the best location would be for a splash park. He stated three proposals were received, and those proposals were from previously qualified vendors of the Town, and the quotes ranged from \$8,000 to \$20,000.

Councilor Lee questioned if the Town Manager has a sense from any of the vendors as to what would be involved in recasting the assessment to one that looks at the aquatics future of the community in general. Mr. Chodkowski stated that would be an additional cost. Councilor Lee stated they need to understand what they're doing with the types of community features the Town currently possesses. He noted the Town has three aging pools, and there's a high demand and a changing population. He stated if they can find a way that they're not short-changing their long-term aquatics plan for a short-term splash pad implementation, that would be fine.

Councilor Bosco stated his belief the Town shouldn't be paying for any studies. He noted when Two Moms on a Mission has the money for a study, the Town can order a study just like they did for the dog park.

Councilor Arnone stated the Town always had the idea of a splash park. He noted the Recreation Department always thought this would be a good addition for the Town of Enfield, and he believes this would get a lot of use. He pointed out there's a lot to consider with such a facility and such a study is necessary.

Councilor Szewczak stated she wants to know how much such a facility would cost. She noted she'd like to know if a splash pad should be tied to an outdoor pool. She stated this should be a complete study as Councilor Lee suggested. She acknowledged that the Recreation Department has had this on their wish list for awhile.

Councilor Bosco stated if all this money is spent on a study, it's not known whether the funds can be raised for such a facility. He noted someone has to pay for this, and his house tax went up \$1,200 in four years. As concerns spending money on studies right now, the Town currently has unfinished projects. He feels a splash park can be expensive. He noted they can look at this again if Two Moms on a Mission can raise the funds for such a study.

Councilor Edgar agreed with Councilor Bosco. He feels Two Moms on a Mission should get the study done.

Councilor Hall stated the Town has a couple projects sitting in Recreation, i.e., the skateboard project. She noted she loves the idea of a splash park, however, she would like to see a completion of those projects currently on the books before starting other things. She stated she has heard from the Leisure Subcommittee that staff doesn't have time to focus on getting some of the things done for the skateboard park.

Councilor Arnone stated his belief the Recreation Department needs help. He noted Public Works has to help the Recreation Department by getting Recreation Department projects completed. He stated he would like to table this item and have a discussion with Two Moms on a Mission, and possibly that organization can help raise some money for a study.

MOTION #3777 by Councilor Arnone, seconded by Councilor Edgar to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3777** adopted 10-0-0.

MISCELLANEOUS

RESOLUTION #3778 by Councilor Lee, seconded by Councilor Szewczak.

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

FROM:	Unallocated – Contingency 10800092-584000 \$75,000	TO: Unallocated-Transfers to Capital 10800092-593010 \$75,000
FROM:	CIP Revenue 2017-Trf from General Fund 31042017-480001 \$75,000	TO: Arch & Engineering-Other Prof Fees 31008153-533900 \$75,000

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

/s/ John A. Wilcox, Director of Finance

Councilor Arnone stated he does not have a problem with the assessment study, but he feels this really needs to go out to bid.

Councilor Edgar stated he would like to know what they have in mind before they get into a study.

Chairman Kaupin stated his understanding they've identified things that could be done, but they need professional help to scope out the project and come up with costs.

Chairman Kaupin questioned how long it would take to put out a bid for a study, and Mr. Chodkowski responded 45 to 60 days. Chairman Kaupin stated a report would then come back to the Council in July, 2017, and the Council can make decisions to get to the referendum deadline date.

MOTION #3779 by Councilor Edgar, seconded by Councilor Hall to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3779** adopted 10-0-0.

MOTION #3780 by Councilor Edgar, seconded by Councilor Deni to table Item G.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3780** adopted 10-0-0.

RESOLUTION #3781 by Councilor Edgar, seconded by Councilor Stokes.

BE IT RESOLVED, that Bryan R.H. Chodkowski, Town Manager of the Town of Enfield, be and hereby is authorized to execute on behalf of the Town of Enfield an easement to allow the Town of Enfield to construct and maintain a drop manhole system and to remove the existing drainage outlet on state land off Eds Drive in the Town of

Enfield and is authorized to execute any and all documents necessary to consummate the transaction above contemplated.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3781** adopted 10-0-0.

RESOLUTION #3782 by Councilor Hall, seconded by Councilor Arnone.

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

Add (1) Director of Development Services

Councilor Edgar requested an explanation of what this position is supposed to do in addition to the job description. He stated his understanding this person will supervise the Town Planner, and Mr. Chodkowski stated this position would effectively supervise the Department of Planning & Zoning, Building Inspection and Community Development.

Councilor Edgar stated he'd prefer going back to one Assistant Town Manager, who took care of all those areas.

Councilor Arnone stated his understanding this position will actually replace both the Assistant Town Manager positions. Mr. Chodkowski stated his understanding this was crafted prior to his arrival through the budget process and that this effectively took what was the Director of Development Services and certain aspects of the former Assistant Town Manager's position and folded them into this position. He noted what they call this position is irrelevant, but its function within the organization is important, and it needs to be filled as soon as they're in a position to fiscally afford it.

Councilor Arnone stated his understanding this position will be directly under the Town Manager in the flow chart, and Mr. Chodkowski responded that's correct.

Councilor Edgar stated he has a problem with this, and he'd rather go back to one Assistant Town Manager.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3782** adopted 9-1-0, with Councilor Edgar voting against the resolution.

RESOLUTION #3783 by Councilor Stokes, seconded by Councilor Szewczak.

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

Add: (1) Environmental, Health and Safety Manager

Mr. Chodkowski stated the Town Council was provided with a flow chart to address concerns. He stated his understanding this position was previously presented as part of the Fiscal Year 2016-17 budget. He noted this position is designed to function in a prospective manner with regards to environmental and occupational safety and attempt to reduce workplace injuries and reduce risk management insurance premiums and expenses and to improve overall employee and organizational safety. He stated this position is to be jointly funded from the conventional general fund as well as from the Water Pollution Control Authority.

Councilor Hall requested further clarification.

Director of Public Works Jonathan Bilmes stated this is a new part time position. He explained at the budget meeting with DPW, a memo was distributed explaining this. He noted OSHA visited Enfield, and a matrix was put together of all the different OSHA programs the Town wasn't in compliance with, and there are fines associated with that. He stated since his tenure with the Town, they've been issued fines for environmental violations, health and safety violations, and the Town embarked on a town-wide program to reduce workplace injuries and reduce insurance premiums. He stated they are going in the right direction as evidenced by the number of claims in the workers' comp areas.

Councilor Hall questioned whether this position will be posted, and Mr. Bilmes stated they can't post this position until the job description is approved by Council.

Councilor Bosco stated his impression a full-time position is needed because he's not sure a part-time position can really accomplish anything. Mr. Bilmes stated his belief there are things that can be accomplished with a part-time position.

Councilor Arnone questioned how many hours per week this position will work, and Mr. Bilmes responded no more than 20.

Councilor Deni questioned the cost for a part-time person, and Mr. Bilmes responded \$45,000 with no benefits.

Councilor Deni requested the next time a flow chart is done, he would like to know who is in Highway, Refuse, Building & Grounds, WPCA, etc., and Mr. Bilmes indicated that can be provided.

Councilor Cekala agreed with Councilor Bosco in that she's uncertain they can find a qualified person who is willing to work part-time.

Mr. Chodkowski stated this is a position that has a potential regional application. He noted there have been some general discussions with CREC regarding services that could be shared regionally, and this was a service that they identified. He noted if they have success, this might be a position that they may effectively contract with other surrounding towns and turn this into a full-time position for everyone's benefits.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3783** adopted 10-0-0.

RESOLUTION #3784 by Councilor Lee, seconded by Councilor Cekala

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

Add: (1) Recreation Instructor

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3784** adopted 10-0-0.

RESOLUTION #3785 by Councilor Arnone, seconded by Councilor Deni.

WHEREAS, the Town of Enfield desires to take advantage of Energy Performance Contracting to achieve energy efficiency and reduce energy costs; and

WHEREAS, the cost of installing new energy efficient equipment in and performing various facility improvements to the Town and School facilities (Project) will require a referendum to be voted upon by the electors of the Town of Enfield based upon the Enfield Town Charter; and

WHEREAS, the Enfield Town Council wishes to seek input on the Project from citizens;

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Enfield Room, 820 Enfield Street, Enfield, Connecticut on Tuesday, September 6, 2016 at 6:00 p.m. to allow citizens an opportunity to express their opinions regarding the Energy Performance Contracting Capital Replacement Project.

AMENDMENT #1 by Councilor Szewczak, seconded by Councilor Deni that the location for the meeting will be in the Council Chambers of the Enfield Town Hall.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **AMENDMENT #1** adopted 10-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3785** adopted 10-0-0.

RESOLUTION #3786 by Councilor Lee, seconded by Councilor Stokes.

RESOLVED, that the Enfield Town Council does hereby authorize the Town Attorney, Christopher W. Bromson, or his designee, to resolve any potential liability by having ADA training provided to the Department of Youth Services.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3786** adopted 10-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

There were no comments from the Council.

ADJOURNMENT

MOTION #3787 by Councilor Stokes, seconded by Councilor Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3787** adopted, and the meeting stood adjourned at 9:25 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

ORDINANCE _____

Exhibit A

**Chapter 58 - PEDDLERS AND SOLICITORS
ARTICLE II. – HAWKERS, PEDDLERS AND AUCTIONEERS
Sec. 58-35. - Mobile Food Vendors**

- a) A “mobile food vendor” is one who sells food and/or drink to walk-up customers from a legally operable, insured, and registered vehicle or trailer, excluding tractor-trailers, as defined in Connecticut General Statute § 14-1, which is equipped for the safe and sanitary storage, preparation, and sale of food or beverage.
- b) A mobile food vendor shall be permitted to vend in accordance with those rules and regulations as established by the Town of Enfield. Said rules and regulations shall be established by resolution of the Town Council.
- c) Previous section notwithstanding, those rules and regulations as may be promulgated in subsection b) herein, no mobile food vendor shall:
 - 1) Vend without an approved permit to do so from the Town of Enfield.
 - 2) Vend from any location other than the location for which they are permitted.
 - 3) Park or stand his vehicle or trailer upon any sidewalk or sidewalk area, or upon any street, alley, highway or public thoroughfare so as to cause or increase congestion, obstruct travel or inconvenience the public. The judgment of any Town of Enfield agent vested the authority to enforce the provisions of this ordinance, exercised in good faith, shall be conclusive as to whether the area is congested, or the public impeded or inconvenienced.
 - 4) Connect to any public utility for the purpose or duration of actively vending.
- d) In addition to other penalties as ascribed by law, any vendor found to be in violation of this ordinance shall be prohibited from vending within the Town

of Enfield for 365 consecutive days from the date upon which said violation occurred.

- e) Any vendor who has had their permit revoked by the Town may appeal that decision to a designated hearing officer pursuant to Connecticut General Statue 7-152c.

Appended to minutes
of August 1, 2016 Regular
Town Council Meeting
See Page 11

**TOWN OF ENFIELD
JOB DESCRIPTION
DEVELOPMENT SERVICE DEPARTMENT
DEVELOPMENT SERVICES ADMINISTRATION
DIRECTOR OF DEVELOPMENT SERVICES**

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

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

SUPERVISION EXERCISED: Directly oversees Building Commissioner, Director of Planning, ~~and Community & Economic Development Officer.~~ **Director of Community Development and/or other positions as designated by the Town Manager.**

ESSENTIAL JOB FUNCTIONS:

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

OTHER JOB FUNCTIONS: Performs related duties as required or assigned by the Town Manager.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and techniques of planning, organizing, integrating and administering a comprehensive development services program in the areas of building, planning and zoning, community and economic development; demonstrate comprehensive, current knowledge of applicable codes, regulations, and standards; ability to manage human and capital resources; demonstrate familiarity with purpose and function of automation and information technology systems in managing the planning, development, implementation and records management systems for department operations; ability to supervise work of subordinates and direct staff activities; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; ability to communicate effectively orally and in written form; ability to administer grant programs.

EXPERIENCE AND TRAINING: Master's Degree in Public Administration, City or Regional Planning, Public Policy; or related field and five (5) years' experience in regional/municipal planning, housing administration, community development, economic development; **or a Bachelor's Degree in the above fields and ten (10) years' experience** or any equivalent combination of education and experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

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

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

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of

technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

Revised: August 1, 2016

Appended to minutes
of August 1, 2016 Regular
Town Council Meeting
See Page 11

TOWN OF ENFIELD
JOB DESCRIPTION
Environmental, Health and Safety Manager

GENERAL STATEMENT OF DUTIES: This is a highly responsible position which has strategic and tactical responsibility for administering the Department of Public Work's environmental, health and safety programs, policies and initiatives. Ensures compliance with applicable health and safety laws, statutes and regulations. Conducts and/or coordinates relevant training, provides guidance and follow up to all DPW subdivisions.

SUPERVISION RECEIVED: Works under the general direction of the Director of Public Works or his/her designee.

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS:

- Develop, implement, and maintain programs, systems, policies, and studies to assure Department compliance with environmental, health and safety laws and regulations
- Conduct environmental audits of Department programs and facilities
- Provide technical advice and assistance on environmental regulatory compliance issues;
- Serve as liaison with environmental regulatory agencies
- Coordinate environmental compliance training programs for Department personnel which will increase proficiency in safe practices and promote consciousness;
- Schedule safety meetings to review performance and policies
- Assist with spill response program reporting and recordkeeping requirements;
- Monitor and participate in government regulatory and legislative processes and prepare testimony on the Department's behalf.
- Overall responsibility for improving the department's safety record and assist in investigation and reporting of all project incidents including near misses.
- Address specific reporting and record keeping requirements of OSHA, CT DEEP, EPA, etc.

- Ensure all DPW project sites and field activities are in compliance with regulatory requirements.

OTHER JOB FUNCTIONS: Performs related duties as required or assigned by the Director of Public Works or his/her designee.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Provide effective leadership and coordinate the activities of Environmental, Health and Safety of designated employees; Analyze and define problems, identify alternative solutions, and implement recommendations in support of goals; Train and evaluate staff; Facilitate group discussions and problem solving; Interpret and apply federal, state and local policies, laws and regulations; Make effective presentations; Working knowledge and solid understanding of the latest industry computer programs and digital technologies; Ability to communicate effectively orally and in written form; Operate office equipment including computers and supporting word processing, spreadsheet, and database applications; Establish and maintain effective working relationships with those contacted in the course of work; Work in harmony with others.

EXPERIENCE AND TRAINING: Bachelor's degree in safety, engineering, environmental or related technical field and three to five years' experience in safety experience and environmental compliance management and auditing and /or industrial facilities or any equivalent combination of education and experience. Highly Desirable: Working knowledge of federal and state environmental laws governing wastewater and storm water discharges, chemical and fuel storage, hazardous waste, air emissions, the Clean Water Act, the Clean Air Act, RCRA, SPCC regulations, Underground Storage Tank rules, NPDES, MS4, and EPCRA. Candidate should possess excellent computer, written and verbal communication skills.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

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

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

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

Revised: August 1, 2016

TOWN OF ENFIELD Job Description

RECREATION INSTRUCTOR

General Statement of Duties: Recreation Instructors plan, schedule and conduct classes in assigned program areas such as, arts and crafts, dance, sports, fitness, and personal development classes which are offered for all ages.

Supervision Received: Recreation Instructors work under the general direction of the Assistant Recreation Supervisor and/or the Program Coordinator. Work is subject to review for conformance to general department procedures and results obtained.

Supervision Exercised: This position does not include supervision of other personnel or volunteers.

Essential Job Functions:

- Designing the course and writing course descriptions.
- Developing and submitting a lesson plan and materials list.
- Organizes materials for class instruction and completes preparation accordingly.
- Instructs classes, activities, or games in an area of expertise according to the plan.
- Works directly with class participants.
- Ability to teach students who have a wide variety of experience and aptitude.
- Effectively conveying the information that was advertised to participants.
- Ability to communicate clearly and effectively, orally and in writing, and/or by whatever creative means are necessary to cross communication barriers.

Other Job Functions:

- Keeping track of class rosters.
- Submitting time sheets by the dates specified in order for prompt payment to be made.
- Sets up and takes down building furnishings and arrangements.

- Ability to lift and carry equipment, furniture and/or supplies required for the assigned activity.
- Ability to maintain effective working relationships with associates, participants and the public.
- Notifying the appropriate supervisor if any changes occur in the class schedule content or the instructor's ability to conduct the class.
- May require ability to acquire and maintain a valid Driver's License.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, smell, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

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

While performing the duties of this job, the employee may work in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions.

Must be able to concentrate on fine detail with some interruption. Must be able to remember task/assignment given to self and others over long periods of time. Must be able to perform highly complex and varied tasks requiring independent knowledge, its application to a variety of situations as well as exercise independent judgment.

The noise level in the work environment varies from moderate to loud.

Minimum Qualifications

Knowledge Skill and Ability:

- Considerable knowledge and sufficient skills of the principles, practices and liabilities in said topic area to be credible as an instructor.
- Ability to develop own curriculum and lesson plans for recruitment topic.
- Ability to keep simple inventory records; prepare simple written reports of the program operation and attendance; ability to deal with the public, superiors, associates and participants in a courteous manner.

Experience and Training:

- Minimum of one or more years of previous teaching, coaching, and/or presentation experience in topic area. Experience teaching programs to one or more of the following populations is preferred: early childhood, youth, teens, and adults.
- Any combination of skill, training, education, and/or certification (if applicable) in the topic area.
- Current CPR and First Aid certification are preferred, but not required.
- Offers of employment are contingent upon satisfactory evaluation of a criminal record check.

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description, or is similarly or closely related to another duty statement to address business needs and changing business practices.

REVISED: August 1, 2016



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski,
Town Manager

DATE: September 1, 2016

RE: Bi-Monthly Projects & Activities Report (PAR)

CC: Town Department Directors &
Direct Reports

The following is a brief summary of activities and their progress over the last five weeks. The title-lines highlighted in yellow represent areas where information reported has changed from previous Projects & Activities Reports.

TOWN MANAGER'S OFFICE:

General Comments: Please be advised that beginning the afternoon of September 1, thru the evening of Monday, September 5; I will be in Dayton, OH. I will be returning to the office the morning of Tuesday, September 6. As always, I remain available via my work cell phone, personal cell phone, and email. In my absence, Director of Human Resources Steven Bielenda will serve as Acting Town Manager.

Hazardville Institute Renovation Grant: The Town Attorney's Office and I have exchanged drafts of the grant agreement. Following final comments from the Town Attorney, I will reach-out to the Hazardville Institute Conservancy Society to review the agreement and address any of their concerns.

Clean Energy Committee: The Committee continues to work at promoting the pending Energy Performance Contract. The Committee-driven community mailer was finalized and sent to the printer on Wednesday, August 24. Additionally, the Committee will be manning an informational table at the Farmer's Market, and assisting Town staff with supporting information to be posted to the Town's website.

JFK Pre-Referendum Committee: At its August 24 meeting, the Committee reviewed and discussed the Town Council's request for proposals on the facility assessment. The Committee is set to meet again on September 14 to review JFK Feasibility Study proposal and offer a recommendation to Council on the matter.



TOWN OF ENFIELD

TOWN MANAGER'S OFFICE (Cont'd):

Development Services Committee: The Development Services Committee met on August 10 to review their requested information on the 13 parcels identified at Tax Sale for purchase. Several recommendations on what to do with the parcels were made and additional direction to staff was provided for other parcels. In other business, the Committee reviewed and discussed property maintenance concerns and future opportunities with the Director of Community Development.

Joint Facilities Committee: Convening again on August 18, the Committee discussed and outlined a basic approach to rank the various Town facilities for potential facility improvements. Staff is working to assemble the requested information with the Committee set to meet again on September 15.

E-TV

High School Graduations: DVD's continue to be sold at the reception desk at the Town Hall. They are \$10.00 each, cash only. They will continue to be sold until September 1 at which time they can be purchased by contacting E-TV at etv@enfield.org.

Internship Program: Our summer interns are busy creating a documentary about the heroin problem here in Enfield. Their interviews and B-roll have been filmed and are now going into post production editing.

FINANCE:

FY 2015/2016 Year End: Council authorized the hiring of Blum Shaprio during their special meeting on August 22. They remain on schedule to return and complete their audit procedures in September or October. The Treasury Division continues to prepare for the relevant information in support of the audit.

Tax Assessment: The Assessor's Office has begun the process of developing the 10/1/2016 Grand List on which the FY17/18 taxes are based. They are currently reviewing Income and Expense Statements submitted by local businesses. They have also begun street reviews to ensure that their list of businesses in town is accurate and complete.

Bond Anticipation Note (BANs) Issue: The \$47 million in bond anticipation notes closed on August 11, 2016 without any issues. These notes included: \$25 million for the High School project, \$20 million for ROADS 2015 and \$2 million for the Water Pollution Control Facility. Additional detail will be made available to Council with the next PAR.



TOWN OF ENFIELD

FINANCE: (Cont'd)

Deputy Finance Director/Treasurer: Rose Bouchard was named Deputy Finance Director/Treasurer. She transferred from Public Works but has previous experience in municipal finance. This informational item will be removed from future PARs.

LIBRARY:

Library Programing: The library celebrated the end of summer with the Enfield Public Library Summer Olympics. Children entered into friendly competition in events of book jump, book toss and 100 book dash. The Hoopla Digital rollout was very successful, largely due to the efforts of staff directly promoting it to library users. The Launchpad tablets for children have proven very popular. The 12 tablets have been checked out 40 times over the course of 3 weeks. As a result of a meeting with DSS, an Alzheimer's Support Group and Choices, community based organizations are meeting in the library's Community Room on a regular basis. Council should anticipate seeing library user statistics in our Departmental PAR; to be included with the September 19 Council Packet.

Head of Reference Services Position: We are currently reviewing applications for the Head of Reference Services position. An update will be provided to Council when appropriate.

HUMAN RESOURCES:

Clerical Union Negotiations: The Union informed the HR Director that they rejected the Town's last offer and both Parties appear to be at an impasse.

Professional & Technical Union and Supervisory Union: On July 21, 2016, the P&T Union and Supervisory Union met with the Town's negotiation team to formally start the process of contract negotiations. The first meeting for exchanging initial proposals will take place on September 15, 2016.

Police Pension Negotiation: The Town and Union have been negotiating the police pension regarding the Normal Retirement Date issue. Both parties are now working with the actuaries involved factor in various costs.

Human Resources Department – Applicant Tracking: The H.R. Department is rolling out an electronic application process so that all new hires will be required to fill out an application electronically. This will save paper and bring forward a more efficient process for resume review amongst hiring managers.

Public Works Positions Recruitment: DPW and HR are in the process of recruiting to fill two key senior vacancies, the Business Operations Manager and the Environmental, Health and Safety Manager



TOWN OF ENFIELD

TOWN CLERK:

Records Management: Records Management is processing fiscal year disposal authorizations for all Town departments.

The Officials Directory: The Town Clerk's Office maintains this directory and it will soon have a new look. We will be using ClerkBase software in place of the SharePoint system now in use.

November 2016 Election: The State Election is fast approaching. This office will be administering absentee ballot requests as well as being a voter registration site.

POLICE:

Community Relations: The Friends of the Enfield Police Department has committed itself to raise funds to provide for a law enforcement tribute monument at the Public Safety Complex. For their initial fund raiser, the group will be hosting a Pasta Supper at Mount Carmel on Thursday, October 6 beginning at 6 PM.

K-9 Unit Update: The Police Department has acquired a new K-9, Nova, who will be starting the CT State Police Training Academy in September. Nova is a 2 year old German Shepard who comes to us from the country of Slovensko. Nova will be in the academy for a total of sixteen weeks and, upon graduation, will be working the streets with handler Off. Mike Colantuono.

ECONOMIC DEVELOPMENT:

25 Bacon Rd: WE 25 Bacon LLC, has confirmed with the Town that they have lease contracts for the entire facility. The company has approached the Town regarding a potential Tax Abatement Agreement. Town staff is currently reviewing the matter.

General Economic Development Activities: Our office is working with several prospective employers to occupy a few high-profile properties. We have been contacted by a display system manufacturer hoping to relocate in Enfield and an Aero-Space company looking to expand their current operations. Our office also continues to work with Mall management to fill their vacant space.

COMMUNITY DEVELOPMENT:

Thompsonville Bike Path: The CD Office and Public Works continue to develop plans for the Thompsonville Bike Path which will link the Route 190 Bridge Bike Path to the Freshwater Pond Recreational Area using Franklin and Enfield Streets. The project is being funded through a \$698,000 LOTCIP grant obtained this year. Work includes traffic counts on Franklin Street which were recently completed and submitted to CRCOG.



TOWN OF ENFIELD

COMMUNITY DEVELOPMENT (Cont'd):

River Access Project: Town and State officials meet on August 24 to finalize plans for the long awaited river access project. The project will connect the existing bike path from Freshwater Pond recreational area to the CT Riverfront utilizing the Asnuntuck Street underpass for the high-speed rail crossing. A formal scope of work will be presented to the Federal Highway Administration in September.

Community & Farmers Market: The market is now in its 6th week this season and doing very well. We have increased the number of vendors from last year and are seeing more customers as well. The Community Gardens are also doing very well. All of the plots have been taken and the gardens are blooming.

98 Prospect Street: (formerly listed as the Brownfield Remediation Grant): The Town was awarded a \$550,000 Remediation Action and Redevelopment Grant from the CT Department of Economic and Community Development. The funds will be used to cleanup this substantially blighted and contaminated property for its eventual reuse as industrial property. Next steps include development of remediation and construction plans with Licensed Environmental Professional and taking action to acquire the site.

One Main St. Property: Our office continues to work with our environmental attorneys at Shipman & Goodwin to finalize the terms of an access agreement with Eversource. The latest version was reviewed by the Town Attorney's Office and forwarded back to Eversource for final revisions. We are hoping to get on site to perform environmental testing by September 2016. Beyond that, the Town continues to seek out funding sources for rail station construction.

Transit Oriented Development Plan: Town Officials held a conference call with the State's consultant responsible for developing a Transit Oriented Development Action Plan in conjunction with the Hartford Line commuter rail project. The State will be collecting data from each station area and using the information to develop a corridor TOD Action Plan. Our office will be meeting the consultants on September 6th to provide a tour of the village and explain some of the TOD projects in the works.

North Central Chamber: The Town continues to coordinate efforts with the Chamber of Commerce. They will be hosting a Business Economic Symposium on October 27th from 5 to 8 p.m. Our office is helping to market the event and encourages Town Board, Committee and Commission members to attend.



TOWN OF ENFIELD

BUILDING SERVICES:

25 Bacon Road: After meeting with the design team, the 25 Bacon Road property plans for reuse are expected to arrive in three stages. First, to demolish interior partitions and systems to make way for the new tenant fit out. Second, to fit out the larger space for two tenants and restructure the smaller high-bay building for reuse. Third, to build another 800,000 sqft warehouse on the property. There may be as much as \$100M in improvements when all is completed.

Mayfield Apartments: An application was recently submitted for their 13 10-unit apartment building. Six apartment buildings are complete and have certificates of occupancy. The other six buildings are permitted and in varying stages of construction.

Brookside Plaza: The TJ Maxx Store is progressing toward completion and a Fall 2016 opening.

CHR: Applications received for the fit out of the third floor of the office building at 153 Hazard Avenue with CHR planning to expand into this third floor space.

PLANNING & ZONING:

Land Use Approvals: Over the last 60 days the Wetlands and Planning and Zoning Commissions have issued approvals for the following projects;

- 144 and 146 South Rd., Garden Center and related uses
- 7 & 9 Anngina Dr., addition for Precision Camera
- 699 Enfield St., Amped Fitness,
- 10 Hazard Ave., McDonalds remodel
- Stop and Shop Plaza, New Smashburger Restaurant,
- 143-153 Elm St., Zoning district map change from Residential to Business local

Pre-Application Assistance: Staff has recently or continues to provide developers and property owners with advance support on the following projects;

- Camerota Truck, new 100,000 square foot building, Shaker Rd.
- Winstanley Enterprises, new 1 million square foot building, Bacon Rd.
- New Pride Bakery, Enfield St. at Town Line
- Conversion of Namco building 1551 King St. to office/warehouse use
- Rebuild of Yankee Castings, Shaker Rd.
- Professional office development 35,000 square feet on Hazard Ave., adjacent to and rear of Country Diner
- Two building expansions, Industrial Park



TOWN OF ENFIELD

PLANNING & ZONING (Cont'd):

Permitting: In the Last 90 days, the department has issued the following permits;

- Commercial additions and alterations 43
- Residential additions and alterations 152
- Swimming pools 34
- Decks 18
- Sheds 17
- Inland Wetlands 92

Customer Service: Month-to-date; the department has averaged just under 15 walk-in customers and 3 written or emailed requests for assistance per day.

Enforcement Activities: Since May, the department has processed approximately 90 zoning cases to-date as well as carrying an average of 50 property maintenance cases at any one time.

EMS:

Medic 3 Refurbishment: The department is ready to proceed with the re-chassis of the 2010 Ambulance (Medic 3) from our builder, American Emergency Vehicles. As this is specialized work with a total expense greater than \$15,000; a bid-waiver is required from Town Council. Legislation regarding this waiver is scheduled before Council on September 6.

INFORMATION TECHNOLOGY:

Enfield Public Schools: Work continues at Enfield High School in advance of the first day of School. Please see the IT Departmental PAR for more information.

Current/Recent Projects: IT has reduced costs and increased bandwidth by converting internet services over to the State provided CEN connection. Town employees, patrons, and visitors will be provided a faster connection at a lower cost to the town. IT has replaced telephone services from EarthLink to Windstream in an effort to reduce costs and improve services/reliability for telephone connections. This will be deployed for all town and school locations in August.



TOWN OF ENFIELD

RECREATION:

Prudence Crandall Playscape: Confirmed delivery for August 29. Buildings and Grounds will install when time permits.

Recreational Programing: Summer programs ended. The ALAC pool is closed. Fall/Winter registration information will be available in early September. Dolphins Swim Team registration has begun.

Skate Park: Staff continues to work on the contract.

Liaison Committees:

- **Enfield Athletic Hall of Fame** will hold their annual induction banquet on Saturday, September 17. Tickets are now on sale at the Recreation Office.
- **Enfield Culture and Arts Commission** will participate in Family Day on Sunday, September 18. They will hold a Sidewalk Chalk Art Contest for participants of all ages.

SOCIAL SERVICES:

Relocation: Renovations are nearly complete on the interior of the building. The move from 100 High Street has been delayed until early September when handicapped accessible doors can be installed on the front entrance.

Senior Center Carpet Project: Based on delivery of carpet, this project is scheduled for October. The carpet will be installed over the weekend to minimize the impact on the Senior Center activities. This project is being led by the Town's Public Works Department.

PUBLIC WORKS:

Crescent Lake Association: This matter was discussed by Council on August 1, 2016 in Executive Session. Based on the direction provided by Council at that time, this item will be removed from future PARs.

2015 ROADS Project Updates: Updates on ROADS projects are regularly posted by Town Engineer, Donald Nunes, the first part of each week on the Town's web site: <http://www.enfield-ct.gov/371/Construction-Project-Updates>.

Palomba Drive and Elm St: Will both be undergoing mill and pave operations starting August 29. Electronic signs have been rented and will alert motorists to the upcoming work. Traffic delays are likely.



TOWN OF ENFIELD

PUBLIC WORKS (Cont'd):

Northfield St: We have run into problems with the location and depth of Eversource wires in the street. We are working with Eversource to relocate their lines, but at present the parties have not reached agreement on how to move forward. The contractor is working on the other streets in the project while this matter is resolved.

Elm St. Resurfacing: ConnDOT's work on Route 220 is progressing per their schedule. Paving is complete. Loop detectors at the intersections will be installed in the near future.

Park-Taylor Reconstruction: Staff is working closely with the contractor, Spazzarini, and the Enfield Police to expedite the road re-build, manage traffic and alleviate the impact of the project. Hazardville Water's water main replacement project on Taylor Road is scheduled to commence in mid-September. This will involve some night work near the intersection of Taylor Road and Hazard Ave. The water company has been in contact directly with residents and businesses on Taylor Road.

Manhole Lid Offset & Adjustment Inquiry: DPW staff evaluated the manholes on the northern stretch of Raffia Road and are preparing to purchase the appropriate number of lids and frames. This project is currently on schedule for replacement in October using a combination of Town staff and contractors, where necessary.

Water Pollution Control Updates: CT DEEP has issued the Engineering Agreement Approval letter and work on design is commencing. A public hearing on the Facility Plan is scheduled for September 19 and the legal notice has been published. That same evening, there will also be a public hearing on the proposed sewer fees for the current fiscal year. The proposed fees, if adopted, will result in no change to the current fees. Finally, the Regulatory Compliance Officer is now on board and inspections underway.

100 High St Painting: Final project punch-list walkthrough is being scheduled.

Refuse and Resource Management: Staff has been working on options for July 1, 2017 when the current refuse disposal contract (with Covanta) and recycling contract (with USA Recycling) expire. The Town has renewal options and is also working with CCSWA, a subset of CRCOG, on a regional bid. Bids are due September 18.

Custodial Services: Custodial Crew Leader David (Ken) Kido has done an outstanding job scheduling and managing the staff this summer. Mr. Kido is also working on the space utilization survey requested by the joint BOE/TC Facilities Committee. Custodians John Kucavich, Jason Jackman, and Ben Czarnecki were commended by Senior Center Director Susan Lather for an outstanding job stripping and refinishing the VCT tile floors.

If you have any questions or concerns regarding and of the information contained in this report, or on any other matter, please do not hesitate to contact me. I can be reached via cell phone (860-209-0969) or via email (bchodkowski@enfield.org).

ENFIELD TOWN COUNCIL
RESOLUTION No. _____

A Resolution Establishing Rules and Regulations for the Issuance of Mobile Food Vendor Permits and the Lawful Operation of Mobile Food Vendors

WHEREAS, On August 1, 2016, the Enfield Town Council adopted Ordinance # _____, amending Chapter 58, Article II of the Town Code addresses Hawkers, Peddlers, and Auctioneers Ordinance to include Section 58-35, Mobile Food Vendors; and

WHEREAS, Policies and procedures to regulate mobile food vendors are necessary to protect the public health, safety, and well-being;

NOW, THEREFORE, BE IT RESOLVED, by the Enfield Town Council that:

Section 1: In accordance with Chapter 58, Article II, Section 58-35, Subsection (b), Exhibit A, attached hereto and incorporated herewith as if included herein, are hereby adopted as the Town of Enfield's formal rules and regulations for the issuance of mobile food vendor permits and the lawful operation of mobile food vendors.

Section 2: These Rules and Regulations shall become effective on the effective date of the proposed ordinance entitled Mobile Food Vendors.

Exhibit A

Chapter 58 - PEDDLERS AND SOLICITORS ARTICLE II. – HAWKERS, PEDDLERS AND AUCTIONEERS Sec. 58-35. - Mobile Food Vendors

Vendor Rules and Regulations

Section 1. Rules and Regulations Applicable to All Mobile Food Vendors

- 1) The Enfield Town Manager, or his designee, may approve an application for a license after considering the location or area where the applicant proposes to conduct business, the variety and types of items to be sold, and other applicable information. Other information considered may include but is not limited to whether the proposed mobile food vending activity would create an obstruction of the public way or place, create a safety hazard or other hazardous condition, compliance with other Town laws.
- 2) Based on the review of the application and other relevant factors as referenced above, the Town may deny issuing a license to an applicant or issue a license with reasonable conditions if the Town determines that issuing a license or unconditioned license would create conditions in violation of these rules and regulations.
- 3) Each application shall submit with their application a copy (or copies) of a valid operator's license for the individual(s) operating and/or working in the vehicle or trailer.
- 4) Each applicant shall submit with their application a copy of their current vehicle's (and trailer when appropriate) registration as well as proof of current insurance.
- 5) Each applicant shall submit with their application a color photograph of the vehicle or trailer seeking associated with the application.
- 6) Each applicant shall submit with their application a copy of their current mobile food vendor license from the North Central-District Health Department.
- 7) Each applicant shall submit with their application a copy of their current Connecticut Sales and Use Tax Permit.

- 8) Each applicant shall submit with their application a \$100 application fee. The application fee is non-refundable.
- 9) If an application is approved, or approved with conditions, a vending license shall be issued. The license shall be valid for a period of 90 days. Said license, along with the mobile food vendor license from the North Central-District Health Department, shall be prominently displayed in a conspicuous place within the licensed vehicle or trailer, visible to vendor patrons, when actively vending within the Town.
- 10) No licensed mobile food vendor shall position their vehicle or trailer so as to obstruct the view of pedestrian or motor vehicle traffic at intersections, driveways, crosswalks, or any other location where traffic patterns are perpendicular to one another.
- 11) No licensed mobile food vendor shall position their vehicle or trailer as to obstruct the lawful movement of pedestrian or motor vehicle traffic or create condition detrimental or injurious to public safety.
- 12) All storage, preparation, and sale areas shall be contained upon or within the vehicle or trailer licensed to vend.
- 13) No license shall be transferable or assignable.
- 14) Adequate trash containers, directly adjacent to the food service, shall be maintained by the mobile food vendor. Vendors shall be responsible for removing trash discarded by their customers within the designated vending areas.
- 15) No mobile food vendor shall, while stationary, shout, blow a horn, ring a bell, use any sound device, hoist or post a flag, erect any type of identification sign, or use an inflatable or other such items for the purpose of attracting attention.
- 16) A licensed vendor may use an a-frame, menu, or portable monument sign, measuring no larger than six (6) square feet for the express purpose of displaying vendor menu information.
- 17) Vending shall occur while the vehicle or trailer is in a parked, non-mobile position.

- 18) The Town may revoke a valid license for the following reasons:
- i. loss or suspension of their North Central-District Health Department issued mobile food vendor license;
 - ii. expiration of any applicable state required motor vehicle registration of the mobile food vendor's vehicle;
 - iii. participation by the licensee and/or his/her/its employee in criminal activity during mobile food operations;
 - iv. vending from an unapproved or undesignated location; or
 - v. violation of any rule or regulation associated with mobile food vending within the Town of Enfield.

Section 2. Rules and Regulations Applicable to Mobile Food Vendors Vending from Public Property.

- 1) Mobile Food Vending shall only be performed in Town approved locations. Such locations shall be signed and are described as follows:
 - i. Enfield Town Hall parking lot: 820 Enfield Street
 - ii. South Street public parking Lot: Corner of Pearl and South Street
 - iii. Barnes Boat Launch parking lot: 12 South River Street
 - iv. Freshwater Pond Park: (On-street, south side of North Main Street only)
 - v. Brainerd Park parking lot: 133 Brainard Road
 - vi. Hazardville Park (On-street parking, east-side of School Street only)
 - vii. Powder Hollow Park parking lot: End of Dust House Road
 - viii. Green Manorville Park parking lot: 198 Taylor Road
 - ix. Enfield Central Library parking lot: 104 Middle Road
- 2) A licensee shall only vend in Town approved designated locations.
- 3) A licensee shall vend only during the hours of 6:00 a.m. to 9:00 p.m.
- 4) A licensee shall not allow any person to go inside or on the associated vehicle or trailer except those persons identified within the initial application for said license
- 5) No vehicle or stand or other item related to the operation of a vending business shall touch, lean against or be connected or affixed to any building or structure, including but not limited to lampposts, parking meters, mailboxes, traffic signal stanchions, fire hydrants, tree boxes, benches, bus shelters, refuse baskets, traffic barriers, or city utilities of any kind.

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**RESOLUTION TO APPROVE PAY RANGE OF THE
DIRECTOR OF DEVELOPMENT SERVICES**

WHEREAS, the Director of Development Services position was adopted by the Town Council and only funded through the budget process for 6 (six) months of fiscal year 2016; and

WHEREAS, Chapter V, Section 14 of the Enfield Town Charter states salaries of all Directors and other employees of classified service of the Town shall be determined by the Council in conformity with a systematic pay plan for the positions involved upon recommendation of the Manager; and

WHEREAS, the current salary structure within the Department of Development Service precludes the Town from recruiting qualified candidates for the position of Director of Development Services at its present range; and

WHEREAS, it is the recommendation of the Director of Human Resources that a more appropriate salary range for the position of Director of Development Service be established between one hundred ten thousand (\$110,000.00) dollars and one hundred fifteen thousand (\$115,000.00) dollars;

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council hereby authorizes the Town Manager to adopt the pay range of the Director of Development Services as described herein.



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski
Town Manager 

DATE: August 31, 2016

RE: Resolution for the Transfer of Funds

CC: John Wilcox,
Finance Director

Attached to this memorandum, you will find a resolution for the transfer of funds. This requested transfer of funds is related to other pending legislation; *Resolution to Approve Pay Range of the Director of Development Services*. This transfer includes funds for the following:

- Assumes maximum salary;
- Assumes family health & hospitalization insurance;
- Assumes a fast-track employment date of November 1;
- Miscellaneous expenses associated with a nationwide candidate search.

The funds associated with this transfer are originating from existing, unspent, appropriations in the current budget. As a result this transfer has a neutral impact on the 2016-2017 Operating Budget.

In furtherance of completing the Town's management team in a timely manner, it is requested that Council approve the proposed transfer of funds.

Should you have any questions or concerns regarding the content of this memorandum, please do not hesitate to contact me.

Att. (1): *Resolution for the Transfer of Funds*

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: Development Services Administration

Salaries	10600100-511000	\$26,672
Stipend	10600100-516000	\$ 800
Health Insurance	10600100-521000	\$ 3,923
Life Insurance	10600100-521500	\$ 115
Social Security	10600100-522000	\$ 1,654
Medicare	10600100-522100	\$ 387
Travel	10600100-558000	\$10,000

FROM: General Fund

Collective Bargaining	10800092-593070	\$43,551
-----------------------	-----------------	----------

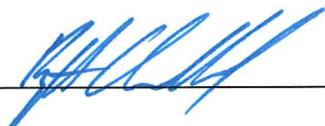
CERTIFICATION: I hereby certify that the above-stated funds are available as of August 31, 2016.



John Wilcox, Acting Director of Finance

8/31/16

Date:

APPROVED BY:  _____ **Town Manager**

Date: 8/31/16



TOWN OF ENFIELD

July 28, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to enter into an agreement with Operation Fuel, Inc.

Highlights:

- The Neighborhood Services Division of the Department of Social Services (DSS) processes applications for emergency energy assistance for Town residents through Operation Fuel.
- Operation Fuel has offered the Town administrative compensation at a rate of \$20 per each completed, approved and paid client application.
- The agreement would be retroactive to from July 11, 2016 and continue in full force and effect through June 30, 2017.
- The administrative compensation received by DSS by Operation Fuel would be used support programs and activities administered by Neighborhood Services.

Budget Impact:

Based on Operation Fuel application levels for FY 2016, we estimate that the agreement could generate up to \$2,000.

Recommendation:

The Town Council adopts the attached resolution.

Respectfully Submitted,

Dawn Homer-Bouthiette, MSW
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Enter Into Agreement
with Operation Fuel, Inc.**

RESOLVED, that the Town Manager, Bryan R.H. Chodkowski, 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 Operation Fuel, Inc. and to affix the Corporate Seal.

Submitted: July 28, 2016

Submitted by: Dawn Homer-Bouthiette, Director of Social Services



TOWN OF ENFIELD

August 2, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing a Bid Waiver for remounting a new chassis to an existing ambulance box.

Councilors:

Highlights

- All Town of Enfield ambulances have been built by American Emergency Vehicles (AEV).
- There does not exist a current purchasing contract that is inclusive of the chassis type (4x4) RAM (Dodge) we wish to maintain.
- AEV has propriety designs for safety, functionality, and serviceability for our ambulances.
- Town of Enfield should not use a different ambulance builder to do this work as compromises could occur with a company not intimately involved with all aspects of our ambulance design and engineering.

Budget Impact:

No budget Impact.

Recommendation:

It is recommended that Council approve the attached resolution.

Respectfully Submitted,

Gary Wiemokly
EMS Chief

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

**Resolution Waiving the Bid Requirements for an Ambulance Remount for the
Town of Enfield Emergency Medical Services Division, 1296 Enfield Street,
Enfield, CT 06082**

BE IT RESOLVED, in accordance with Chapter V, Section 8, Paragraph (d) of the Enfield Town Charter, the Enfield Town Council does hereby determine that it is against the best interest of the Town to require competitive bidding for providing ambulance remounting (re-Chassis) of a current ambulance.

Date Prepared: August 2, 2016

Prepared by: Department of Public Safety, Emergency Medical Services Division



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski
Town Manager 

DATE: August 25, 2016

RE: Annual Salary & Wage Increase for Non-Union Employees
Fiscal Year 2016-2017

CC: John Wilcox, Finance Director Steven Bielenda, Director of Human Resources

It has been brought to my attention that it is the past practice of the Town to provide its non-union full-time and regular part-time employees with a salary or wage adjustment during this time of year. This increase is typically comprised of two components. The first portion of the wage increase reflects the Cost of Living Index Adjustment (COLA) and the second portion of the wage increase is discretionary and merit based.

In consideration of past practice, the relative recent appointment of several key management positions, and organizational review of our current performance appraisal process; I am requesting that Council adopt the attached legislation. This legislation will provide all non-union full-time and regular part-time employees with a salary or wage adjustment of 1.75% of their current wage or pay rate.

My request to Council is in consideration of the following:

- 2016 COLA adjustments by the Connecticut Teachers Retirement Board was estimated at 1.5% (The only state-specific citation I could locate).
- No discretionary merit raises will be provided for Fiscal Year 2016-2017.
- The percentage increase is in-line with increases awarded in the last 12 months to collective bargaining units within the Town.

The proposed wage and salary increase will collectively raise full-time employee salaries by approximately \$53,000. This total expense will be absorbed through appropriated but unexpensed employee wages.

Should you have any questions or concerns regarding the content of the memorandum, please do not hesitate to contact me.

Att.: Resolution (1)

ENFIELD TOWN COUNCIL
RESOLUTION NO. _____

BE IT RESOLVED, that in accordance with Chapter VI, Section 14 of the Town Charter, the annual salaries and rates of pay for full time and part-time non-union employees will be increased by the following:

Clerical/Administrative, Mid-Management Supervisory and Department Directors will receive one and three quarter (1.75) percent effective and retroactive to July 1, 2016.

This resolution is inclusive of the Chief, Deputy Chief and Captains and non-union staff of the Enfield Police Department; and the Director and non-union staff of EMS, but exclusive of the Town Manager.

Date Prepared: August 24, 2016
Prepared by: Town Manager's Office



TOWN OF ENFIELD

August 25, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Enter Into a Multi-Year lease with CSI Leasing Inc.

Councilors:

Highlights:

- The current equipment for the EPS Administration has been identified for replacement and inclusion into a multi-year Fair Market Value (FMV) lease plan as recommended by the Joint Information Planning Committee (ITPC) which included two members from both the Board of Education and Town Council.
- The town will be replacing EPS current technology with newer technology consisting of Windows 10 Professional workstations and Laptops as needed for operational efficiency and will be utilized in accessing the Office 365 cloud environment for file storage and email.
- The new equipment will be on a 3-year Fair Market Value lease as part of the continual technology refresh cycle as determined by the Joint ITPC.
- Newer equipment will be required to access cloud based initiatives (Office 365, Data Center Hosting, and Unified Communications) for the EPS Administration.
- Equipment will be more reliable and available for EPS Administration day to day operations.
- Reduced downtime in departments due to older technology.
- Increased utilization of technology will require more reliable equipment.
- The annual lease cost will be \$69,859 for years 1, 2 and 3.

Budget Impact:

There is no budget impact. Current annual lease costs are in Technology budget.

Recommendation:

That the Town Council approve the attached resolution.

Respectfully Submitted,

Paul A. Russell
Chief Technology Officer

Attachments:

1. Resolution

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

Resolution Authorizing the Town Manager to Enter into a Municipal Lease Agreement with CSI Leasing Inc., for Equipment Related to the Enfield Schools Technology Refresh Plan – Administration

BE IT RESOLVED THAT the Town Manager, Bryan R.H. Chodkowski, 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 CSI Leasing Inc., and to affix the Corporate Seal.

Date Prepared: August 24, 2016
Prepared By: Town Manager's Office

RESOLUTION TO APPROPRIATE \$11,200,000 TO FINANCE ENERGY SAVING IMPROVEMENTS TO SCHOOL AND TOWN BUILDINGS WHICH ARE PROJECTED TO OFFSET IN PART OR IN FULL THE COSTS OF SAID IMPROVEMENTS, AND TO AUTHORIZE THE ISSUE OF BONDS, NOTES, TEMPORARY NOTES OR OTHER OBLIGATIONS IN AN AMOUNT NOT TO EXCEED \$11,200,000 TO FINANCE SAID APPROPRIATION

BE IT RESOLVED:

SECTION 1. That the Town of Enfield (the “Town”) appropriate \$11,200,000 for costs related to Energy Saving Improvements to School and Town Buildings (the “Projects”), substantially in accordance with the Agreement Between Honeywell International, Inc. and the Town of Enfield, Connecticut dated July 28, 2015 (the “Agreement”). The energy savings from the Projects are projected to offset in part or in full the costs of the appropriation. The appropriation may be expended for site improvements, design and construction costs, equipment, fixtures, materials, professional fees, and for administrative, printing, legal and financing costs and other costs related to the Projects. The appropriation shall include any federal or state grants-in-aid received for the Projects. The appropriation may be expended for all or any portion of the individual projects listed in the Agreement.

SECTION 2. That the Town of Enfield finance the appropriation by (i) issuing the Town's bonds, notes or other obligations in an amount not to exceed \$11,200,000, (ii) using any federal, state or other grants-in-aid or other funds received for the Projects, (iii) using monies available in the unappropriated and unencumbered general fund cash balance (in accordance with the procedures in Chapter VI, Section 8(g) of the Town Charter), and (iv) using monies available from other sources as determined by resolution of the Town Council. The bonds or notes shall be issued pursuant to the Connecticut General Statutes, as amended and may be sold as a single issue or consolidated with any other authorized issues of bonds or notes of the Town. The other obligations may be in the form of a lease purchase or other agreement for financing the Projects. The Director of Finance shall keep a record of the bonds, notes or other obligations. The bonds, notes or other obligations shall be signed in the name and on behalf of the Town by the Town Manager and Director of Finance and shall bear the Town seal or a facsimile thereof. The bonds, notes or other obligations shall each recite that every requirement of law relating to its issue has been fully complied with, that such bond, note or other obligation is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The terms, details and particulars of such bonds, notes or other obligations shall be determined by the Town Manager and Director of Finance. Said bonds, notes or other obligations shall be sold by the Town Manager and Director of Finance at public sale or by negotiation in their discretion.

SECTION 3. That the Town Manager and Director of Finance are authorized to issue temporary notes in anticipation of the receipt of the proceeds of said bonds, notes or other obligations. The notes shall be signed by the Town Manager and Director of Finance and shall bear the Town seal or a facsimile thereof. The notes shall be issued with maturity dates in accordance with the Connecticut General Statutes, as amended. The notes shall each recite that

every requirement of law relating to its issue has been fully complied with, that such note is within every debt and other limit prescribed by law, and that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing, and marketing such notes, to the extent paid from the proceeds from the issuance of bonds, notes or other obligations, shall be included as a cost of the Projects.

SECTION 4. That the Town hereby declares its official intent under Treasury Regulation Section 1.150-2 of the Internal Revenue Code of 1986, as amended, that costs of the Projects may be paid from temporary advances of available funds and that the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized for the Projects; that the Town Manager and Director of Finance are authorized to bind the Town pursuant to such representations and agreements as they deem necessary or advisable in order to ensure and maintain the continued exemption from Federal income taxation of interest on the bonds, notes, temporary notes or other obligations authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years; and that the Town Manager and Director of Finance are authorized to make representations and agreements for the benefit of the holders of the bonds, notes, temporary notes or other obligations to provide secondary market disclosure information and to execute and deliver on behalf of the Town an agreement to provide such information with such terms and conditions as they, with the advice of bond counsel, deem necessary and appropriate.

SECTION 5. That this resolution shall take effect upon publication of its passage by the Town Council in a newspaper having a circulation in the Town, in the manner provided in the Town Charter, and when the same shall have been approved by a majority of those voting thereon at a referendum called and warned for such purpose. The date of such referendum shall be determined by resolution of the Town Council. In the event that this resolution shall not be approved at such referendum, it shall be null and void and of no effect.

RESOLUTION TO SUBMIT APPROPRIATION
AND BONDING RESOLUTION TO REFERENDUM

BE IT RESOLVED:

SECTION 1. That the following appropriation and bonding resolution approved by the Town Council heretofore at this meeting shall be submitted to a referendum vote on the voting tabulators or paper ballots by Town electors and qualified voters for approval or disapproval in conjunction with the election to be held on Tuesday, November 8, 2016 between the hours of 6:00 a.m. and 8:00 p.m. (E.S.T.):

Resolution to Appropriate \$11,200,000 to Finance Energy Saving Improvements to School and Town Buildings which are Projected to Offset in Part or in Full the Costs of Said Improvements, and to Authorize the Issue of Bonds, Notes, Temporary Notes or Other Obligations in an Amount Not to Exceed \$11,200,000 to Finance Said Appropriation.

SECTION 2. That the polling places used by the Town for the election shall be utilized by Town electors for purposes of the referendum vote on the voting tabulators or paper ballots. Voters qualified to vote who are not electors shall vote at the Enfield Town Hall in accordance with the procedures contained in Section 9-369d of the Connecticut General Statutes, which procedures the Town hereby chooses to apply. Absentee ballots will be available from the Town Clerk's Office.

SECTION 3. That the appropriation and bonding resolution approved above shall be placed upon the voting tabulators under the following heading:

"SHALL THE TOWN OF ENFIELD APPROPRIATE \$11,200,000 TO FINANCE ENERGY SAVING IMPROVEMENTS TO SCHOOL AND TOWN BUILDINGS WHICH ARE PROJECTED TO OFFSET IN PART OR IN FULL THE COSTS OF SAID IMPROVEMENTS, AND AUTHORIZE THE ISSUE OF BONDS, NOTES, TEMPORARY NOTES OR OTHER OBLIGATIONS IN AN AMOUNT NOT TO EXCEED \$11,200,000 TO FINANCE SAID APPROPRIATION?

YES

NO"

SECTION 4. That the Warning of the referendum vote shall state that the full text of the resolution adopted by the Town Council heretofore at this meeting is on file and open to public inspection in the Town Clerk's Office.

[FORM OF WARNING OF REFERENDUM]

WARNING

REFERENDUM

NOVEMBER 8, 2016

The electors and persons qualified to vote in the Town of Enfield are hereby warned that a referendum vote will be held in conjunction with the elections on Tuesday, November 8, 2016, between the hours of 6:00 a.m. and 8:00 p.m. (E.S.T.). The polling places used by the Town for the election shall be utilized by Town electors for purposes of the referendum vote. Voters qualified to vote who are not electors shall vote at the Enfield Town Hall. The referendum vote shall be on the appropriation and bonding resolution approved by the Town Council on September 6, 2016, which resolution shall be placed upon the voting tabulators under the following heading:

"SHALL THE TOWN OF ENFIELD APPROPRIATE \$11,200,000 TO FINANCE ENERGY SAVING IMPROVEMENTS TO SCHOOL AND TOWN BUILDINGS WHICH ARE PROJECTED TO OFFSET IN PART OR IN FULL THE COSTS OF SAID IMPROVEMENTS, AND AUTHORIZE THE ISSUE OF BONDS, NOTES, TEMPORARY NOTES OR OTHER OBLIGATIONS IN AN AMOUNT NOT TO EXCEED \$11,200,000 TO FINANCE SAID APPROPRIATION?

YES

NO"

The full text of the Town Council resolution is on file and available for public inspection at the Town Clerk's Office. Absentee ballots will be available from the Town Clerk's Office.

Dated at Enfield, Connecticut this ____ day of September, 2016.

Suzanne F. Olechnicki, Town Clerk
Town of Enfield, Connecticut

RESOLUTION TO AUTHORIZE THE TOWN
TO PREPARE EXPLANATORY TEXT AND ADDITIONAL EXPLANATORY MATERIALS
FOR THE REFERENDUM QUESTION

BE IT RESOLVED:

SECTION 1. That, in their discretion, the Town Clerk is authorized to prepare a concise, explanatory text of the following appropriation and bonding resolution which, by vote of the Town Council, has been submitted to a referendum vote on the voting tabulators of the Town, and the Town Manager is authorized to prepare additional explanatory materials regarding said resolution, such text and explanatory materials to be prepared in accordance with Connecticut General Statutes Section 9-369b:

Resolution to Appropriate \$11,200,000 to Finance Energy Saving Improvements to School and Town Buildings which are Projected to Offset in Part or in Full the Costs of Said Improvements, and to Authorize the Issue of Bonds, Notes, Temporary Notes or Other Obligations in an Amount Not to Exceed \$11,200,000 to Finance Said Appropriation.

July 18, 2016



TO: Town of Enfield

FROM: Pauline La Croix

SUBJECT: Commission on Aging

To Whom It May Concern:

Please consider this my resignation from the Enfield Commission on Aging effective immediately.

Pauline J. LaCroix

Cc: David Goyette, Chairman

Enfield Commission on Aging

seat,
12/31/2017

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, August 17, 2016 8:46 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	8/17/2016
First and Last Name	Damon Patnoe
Address	11 Arbor Road
City	Enfield
State	Ct
Zip	06082
Phone Number	860-394-7576
Second Phone:	860-519-4427
Email	damon.patnoe@gmail.com
Occupation	<i>Field not completed.</i>
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	My "culture & arts" background or qualifications will astound no one, though I love this town and I believe that it can do more and go farther than what has been shown in the past with regards to cultural and artistic endeavors. I'd love to be a part of the process to open people's eyes not only within Enfield, but in the surrounding area as well. I can see Enfield as a local destination from people all around. All we need to do is have

the kinds of cultural and artistic events that will bring people to town. Once people and families see what Enfield has to offer, they'll be enticed to come back for more. Like I said, I'm not very artistic, but I'm an idea person and an intelligent, analytical thinker. Thank you

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

If so, please state name of board, commission or agency and time server: *Field not completed.*

If this is a reappointment, please list the number of meetings attended during the last 12 months: *Field not completed.*

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

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, August 03, 2016 2:13 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	8/3/2016
First and Last Name	Matthew Sylvester
Address	22 John Street
City	Enfield
State	CT
Zip	06082
Phone Number	8605978780
Second Phone:	8602530397
Email	mattysly@att.net
Occupation	Owner of Matty's Music LLC
Occupation Phone Number	8602530397
Party Affiliation	Democratic
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Enfield Culture & Arts Commission
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Masters Degree in Business Leadership and Management, Served on the Demographics Committee, Vice President, mentor and coach of the Thompsonville Little League, several management positions held in local family owned businesses. Past and present teacher in the Enfield Schools. Business owner for the last 1.5 years.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? Yes

If so, please state name of board, commission or agency and time server: Enfield Board of Education Demographic Committee.

If this is a reappointment, please list the number of meetings attended during the last 12 months: *Field not completed.*

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

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, August 05, 2016 12:31 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	8/4/2016
First and Last Name	Michael J. Arnone Jr.
Address	8 Katie Lane
City	Enfield
State	CT
Zip	06082
Phone Number	860-749-3426
Second Phone:	860-539-2126
Email	mja40jr@yahoo.com
Occupation	<i>Field not completed.</i>
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have been a volunteer at the Enfield Senior for the last 12 years. I helped established the computer program at the center. This involved the coordinating the schedules and developing new courses to help older adults learn the new technology. I have over the years worked with many older adults that use the Enfield Senior Center therefore I recognize many of the issues that not just the older adults in Enfield face

on a daily bases but also,those from surrounding towns. I feel that after reviewing your requirements for the commission I can fulfill a majority of them. My education consist of a B.S. from Westfield State University Several certifications in the computer field from Westfield State University and Asnuntuck Community college. I also belong to the St. Vincent Depual Society of my church were I am also on the church council. I have lived in Enfield for 53 years and have many strong ties to the community and feel that I could help many of the older adults in this community as I am a very good listener and would be a strong advocate for those that would require assistance.

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

If so, please state name of board, commission or agency and time server: Prison/Town liaison 198? - 200?

If this is a reappointment, please list the number of meetings attended during the last 12 months: *Field not completed.*

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

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Tuesday, August 09, 2016 4:01 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	8/9/2016
First and Last Name	Timothy Slade
Address	79 Brewster Rd.
City	Enfield
State	CT
Zip	06082
Phone Number	860 882-2467
Second Phone:	860 763-1889
Email	trs1vet@cox.net
Occupation	Retired
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Commission on Aging
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	Presently an alternate member on COA. Applying for open regular membership.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere?

Yes

If so, please state name of board, commission or agency and time server:

COA-Alternate-2 yr. Prison Liaison Cmte.- Regular Member-
Approx. 3 yrs Enfield Senior Repair Pgm.- Volunteer- 3 yrs.
Mayors Advisory Council- 8+ yrs.

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

Field not completed.

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

No

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, August 15, 2016 10:56 AM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	8/15/2016
First and Last Name	Richard Tatoian
Address	1106 Enfield Street
City	Enfield
State	CT
Zip	06082
Phone Number	860-741-2404
Second Phone:	860-741-5252
Email	rmtatoian@aol.com
Occupation	Attorney
Occupation Phone Number	860-741-5252
Party Affiliation	Democrat
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Historic District Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have a Bachelor's degree with a major in history and have studied Art and Architectural history at Trinity College and the University of Hartford. I maintain membership in local, state and national historic societies and preservation trusts. Having lived in the District for 66 years and having served as a member of the Commission since 1986, I am familiar with the issues affecting the District and believe that my knowledge and

experience would contribute to the Commission in its work of maintaining the integrity of the District as an area in which all of us can be proud.

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? Yes

If so, please state name of board, commission or agency and time server: Enfield Cemetery Association, Inc. - 33 years Thompsonville Revitalization committee - 4 years

If this is a reappointment, please list the number of meetings attended during the last 12 months: 4 meetings attended out of 6 meetings held.

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

Email not displaying correctly? [View it in your browser.](#)

McCarthy, Debra

From: noreply@civicplus.com
Sent: Monday, July 25, 2016 5:21 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	7/25/2016
First and Last Name	Colleen Ann Reidy
Address	1116 Enfield Street
City	Enfield
State	CT
Zip	06082
Phone Number	860-995-0485
Second Phone:	860-995-0485
Email	colleenann.reidy@gmail.com
Occupation	Municipal Clerk
Occupation Phone Number	<i>Field not completed.</i>
Party Affiliation	GREEN
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Historic District Commission
Appointment	Reappointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	<i>Field not completed.</i>

Have you ever served on a Board, Commission or Agency in Enfield or elsewhere? Yes

If so, please state name of board, commission or agency and time server: Enfield Beautification (Chairman), Enfield Revitalization Stradegy Committee, Historic District Commission.

If this is a reappointment, please list the number of meetings attended during the last 12 months: *Field not completed.*

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

Email not displaying correctly? [View it in your browser.](#)