



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, September 19, 2016
7:00 p.m. – Council Chambers**

1. **PRAYER – Carol Hall**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
 - **Special Meeting – August 22, 2016**
 - **Special Meeting – August 29, 2016**
 - **Special Meeting - September 6, 2016**
 - **Regular Meeting – September 6, 2016**
6. **SPECIAL GUESTS.**
 - **Enfield Hunger Action Team, Kathleen Souvigny**
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**
 - **JFK Pre-Referendum 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. **Clean Energy Committee-** A Vacancy Exists Due to the Resignation of Raymond Bouchard (R). Replacement Would be Until 03/17/2018. (Tabled 09/06/2016)
9. **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)
10. **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)
11. **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)
12. **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)
13. **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)
14. **Enfield High School Renovation Building Committee –** A Vacancy Exists Due to the Resignation of Walter Kruzal (R), Replacement Would be Indefinite. (Tabled 12/07/2015)
15. **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)

- 16. 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)
- 17. 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)
- 18. 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)
- 19. 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)
- 20. 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)
- 21. 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)
- 22. 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)
- 23. 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)
- 24. 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)
- 25. Planning and Zoning Commission (Alternate) –** A Vacancy Exists due to the Appointment of an Alternate to a Regular Member. Replacement Would be Until 12/31/2017. (02/01/2017)
- 26. 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)
 - K. **Discussion/Resolution:** Resolution Establishing Rules and Regulations for the Issuance of Mobile Food Vendor Permits and the Lawful Operation of Mobile Food Vendors.
13. **NEW BUSINESS.**

A. Consent Agenda – Action.**B. Appointment(s)–Town Council Appointed.**

1. **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.

C. Appointment(s) – Town Manager Appointed/Council Approved.**D. Appointment(s) - P & Z Commission Appointed- Council Approved.****E. Discussion/Resolution:** Resolution Regarding the Non-Union Plan.**F. Discussion/Resolution:** Resolution to Approve Pay Range for the Director of Development Services**G. Discussion/Resolution:** Request for Transfer of Funds for Development Services \$43,551.**14. ITEMS FOR DISCUSSION.****A. **Consent Agenda – Review.****B. Appointment(s) – Town Council Appointed.****C. Appointment(s) – Town Manager Appointed/Council Approved.****D. Appointment(s) – P & Z Commission Appointed- Council Approved.****E. **Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into an Agreement with State Department of Social Services.**F. **Discussion/Resolution:** Resolution to Acknowledge the Financial Responsibilities of a Public Library Construction Grant.**G. Discussion/Resolution:** Tyler v. Town of Enfield**H. Discussion:** Crescent Lake**15. MISCELLANEOUS.****16. PUBLIC COMMUNICATIONS/APPLIES ONLY IF PRIOR TO 11:00 p.m.****17. COUNCILOR COMMUNICATIONS.****18. ADJOURNMENT.**

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

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, AUGUST 22, 2016**

A Special 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 22, 2016. The meeting was called to order at 6:30 p.m.

ROLL-CALL – Present were Councilors Arnone, Davis, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Councilors Bosco and Cekala were absent. Also present were Town Manager, Brian Chodkowski; Town Clerk, Suzanne Olechnicki

RESOLUTION #3788 by Councilor Hall, seconded by Councilor Szewczak.

WHEREAS, Chapter III, Section 11 of the Town Charter states the Town Council shall annually designate an independent public accountant or firm to audit the books and accounts of the Town and

WHEREAS, on May 7, 2014 the Enfield Town Council designated Blum Shapiro and Company, P.C. to audit the town's accounts for the fiscal year ending June 30, 2014 and

WHEREAS, the Director of Finance recommends the designation be extended to include the audit for the fiscal year ended June 30, 2016; said designation for the second year of a three year appointment

NOW, THEREFORE, BE IT RESOLVED, the Enfield Town Council does hereby designate the audit firm Blum, Shapiro and Company, P.C. to audit the town's accounts for the fiscal year ending June 30, 2016, in accordance with the above recommendation.

Councilor Edgar questioned how many other firms applied. He noted if they had Blum Shapiro over three years, the town needs to change auditors. Chairman Kaupin stated his belief this is the third year of a three-year bid, but they have to re-authorize it every year.

Councilor Edgar again questioned how many other firms applied, and Mr. Chodkowski stated this is the final year of the three-year requirement, and then they have additional one-year extensions, therefore, this audit would be the final of the current agreement, and the Town could then solicit new proposals from several firms for a new three-year proposal.

Councilor Edgar stated the Town did not sign a three-year contract, but rather a firm is appointed yearly, and it does not have to be three years. He added he is not against this, however, he's wondering who else applied. Mr. Chodkowski responded he does not have the answer to that question because he doesn't know if the Finance Director released additional request for proposals this year. Councilor Edgar stated he won't vote against this, but he would like an answer to this. Mr. Chodkowski indicated he would provide an answer.

Chairman Kaupin stated his understanding that in 2014 when Blum Shapiro was designated as the auditor, it was for a three-year period, but it has to be renewed each year by the Council in case they didn't like the results of the previous year or two. He noted it's a three-year award, therefore, they wouldn't go out to bid within that three-year period, and then there's the option to extend it one more year after the third year, and then they would go out for an RFP. Councilor Edgar stated he knows they can serve up to three years with an additional year, but it's done yearly, and they don't go three years in advance.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3788** adopted 9-0-0.

RESOLUTION #3789 by Councilor Arnone, seconded by Councilor Stokes.

BE IT RESOLVED, that the Enfield Town Council hereby provides its consent to the Town's insurer, CIRMA, to settle the matter of Maher v. Enfield, et al., No. 3:15cv414(WWE), pursuant to the discussion with the Town's legal counsel in executive session on August 1, 2016.

Councilor Edgar stated he has a question about transparency. He stated he would like the amount of settlement on record. Mr. Chodkowski stated this resolution was provided to the Town Manager's office by the Town Attorney, and it was requested it be presented in this format based on the terms and conditions under which the Council was briefed at its last executive session.

Councilor Edgar stated he will not vote for this without the figure.

MOTION #3790 by Councilor Edgar, seconded by Councilor Stokes to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3790** adopted 9-0-0.

PRESENTATION: ENERGY PERFORMANCE CONTRACTING

Present from Honeywell was Doreen Hamilton, Energy Account Executive; Project Manager Mike Jenna, Engineer Bob Platt and, acting as the Town's representative, Steve Weisman of Peregrine Energy Group

Mr. Chodkowski stated this project involves the mechanical and equipment systems of the town and school systems. He noted property, plant and equipment (PP&E) maintenance expenses have been continually deferred by the Town for prioritizing operational expenses. He stated in that aspect, the Town has seen an increasing demand for the need to address PP&E issues. He cited the example of the air conditioning at the Central Library.

He stated the Town commissioned several studies regarding the needs of town and school buildings, and those studies were performed by Strategic Building Solutions as well as a commercial grade audit performed by Honeywell, and that information was verified and reviewed by Peregrine Energy Group.

Mr. Chodkowski stated the total cost of PP&E needs are approximately \$80 million dollars.

He listed aging boilers in the school and town facilities, some of which go back to the mid-1960's, and the town is relying on these boilers to heat and cool facilities.

He reviewed some possible funding alternatives as follows:

- Conventional General Fund/Cash-On-Hand financing, which would require raising the mill rate an additional 3.88 mills to fund the work currently outlined as part of the performance contract
- Commit setting aside funds – this would require a commitment of about 5.5 years, and those are the funds the Town is currently doling out, which is around \$2.5 million dollars annually
- Energy Performance Contracting allows the Town to fund infrastructure repairs through energy use savings. The physical improvements are funded by the gap from what is the new utility bill versus the old utility bill.

Mr. Chodkowski stated the benefit of Energy Performance Contracting is that it doesn't impact the budget, but provides for a positive increase in the physical assets of the town, therefore, the town would be getting \$11.2 million dollars worth of capital improvements at zero additional expense added to the budget.

He listed other benefits of Energy Performance Contracting:

- Performance Contracting allows for immediate infrastructure improvements without increases to taxes or fees.
- Enables the Town to sustain cash flow and operational flexibility
- Provides scheduled facility improvements and allows for efficient continued operations (Central Library HVAC)
- Helps ensure funding remains available for other important projects or purchases
- Savings delta is continuous

Mr. Chodkowski stated this is a multi-faceted, multi-step project. He noted they've proceeded through most of the required steps to get where they are today, and a lot of those are general statute requirements as well. He stated time, effort and energy has been put into this to be sure the town has a good project to consider and will have a positive impact to all residents in some capacity. He noted they are very close to the finish line.

The Town's Representative, Steve Weisman from Peregrine Energy Group then spoke.

Mr. Weisman stated Peregrine provided independent technical support to Enfield as owner's agent (OA). He noted they evaluated energy infrastructure needs and opportunities and assisted in the competitive selection of a performance contracting partner, which is Honeywell. He added they also participated in project development and contract negotiations. He noted Peregrine has done this work for a number of other communities in Massachusetts and Connecticut.

He explained Peregrine's role in project development as follows:

- Provided an independent check on Honeywell's engineering
- Confirmed viability for all proposed energy savings measures
- Evaluated the calculations to be sure they were reasonable and consistent with standard engineering practice
- Reviewed the energy baseline, which is the number that's established for comparative purposes to determine whether there were savings. To that end, Honeywell proposed a mechanism for measuring and verifying savings, and Peregrine checked that methodology to ensure it met industry standards
- Peregrine spent a lot of time negotiating the final contract language between Honeywell and the Town to be sure it was the best contract that the Town could get.

Mr. Weisman provided an overview of performance contracting as follows:

- Performance contracting is a financing strategy for energy infrastructure modernization and replacement. Energy savings can be reinvested in other capital projects that are energy related.
- Performance contracting enables a town to get a lot of value with essentially no impact on the budget.
- An Energy Services Company (ESCO) is engaged to design and build a bundle of projects
- Bundle typically includes longer payback energy and infrastructure upgrades (e.g. boilers) and shorter payback energy saving measures (e.g. lighting). He noted lighting generates a lot of savings.
- The owner and ESCO agree on a mix of projects where the annual savings over a 15-year term will cover all project capital cost and any cost of financing
- ESCO provides all project design, secures subcontractors and materials, and manages construction as part of its fee
- ESCO guarantees that if annual energy savings are not met it will reimburse owner for the shortfall

Mr. Weisman provided a graph which showed how energy performance contracting works. The graph showed what is being spent on energy now as well as the increase of cost over time. Over the last 20 years, energy costs have increased by 2.5%, and it's expected energy costs will continue to increase at about 2.5% per year.

He noted current energy costs are \$883,000 for town buildings. He stated after construction, that figure will drop to \$559,000 in the first year with most of \$324,000 savings used to cover debt service. He noted the school's energy costs are \$1.3 million dollars with a savings of about \$317,000, which would result in a contribution to the debt service.

Mr. Weisman highlighted risks in a performance contract.

- If there are unforeseen projects costs, ESCO change orders are not permitted without authorization from the town. Also included is some contingency, which the Town controls in the budget.
- If the ESCO does not complete the work, a construction bond is required from the ESCO to cover the cost of completing construction.
- If work is sub-par, all work must be fully commissioned to the owner's satisfaction prior to it being accepted and final payments made
- If guaranteed energy savings are not achieved, ESCO must reimburse the owner for the value of annual shortfalls

Doreen Hamilton, Energy Account Executive for Honeywell reviewed project activities to date:

- Surveyed over 851,099 square feet of Enfield's facilities
- Placed data loggers in all facilities. Data loggers show how equipment is running, what temperature equipment is running at, when equipment turns on and off, what the temperatures are at night, what the conditions and outside air temperatures are, and how that effects the energy consumed in each facility. This information is compared against energy bills.
- Developed a comprehensive list of energy & infrastructure measures and numerous financial options
- Determined that many mechanical plants are past their useful life
- Worked with Eversource to maximize incentives. There's a commitment from Eversource for \$1.69 million dollars to help buy down the cost of this program
- Spent over 3,300 man hours developing and analyzing projects to focus on short and long term needs

She provided a listing of all the facilities surveyed. She noted not included were Fermi High School, the Water Pollution Control Plant, Enfield High School and Old Town Hall.

Ms. Hamilton then reviewed project solutions in the different buildings. She then highlighted a breakdown of costs by location.

She reviewed the project financials as follows:

- Total implementation cost - \$11,200,000
- Finance term – 15 years
- Construction term – 15-18 months

- Annual savings - \$760,742
- Total Utility Incentive Estimate - \$1,691,498
- Estimated Positive Cash Flow - \$1,000,000+

Councilor Deni questioned the status of Northeast Utilities, and Ms. Hamilton stated they reached out to Eversource and had several meetings with them. She noted Eversource is committed, and they sent a letter confirming the \$1.69 million dollars committed to this project.

Councilor Lee referred to the risks involved and possible shortfall, and questioned if this is calculated quarterly or annually. Mr. Weisman stated the measurement and verification method is an annual check. He noted Honeywell will actually compare bills between years to see what the savings are, and in other cases, it's based on a calculated amount because the impact of an individual measure can get lost in the overall use of the building. He stated Honeywell will submit a reconciliation report every year, and if they haven't met the mark, they will make up the difference.

Councilor Lee questioned if Peregrine will be responsible for the creation of that report through an on-going relationship. Mr. Weisman stated Honeywell does the analysis and Peregrine checks it, or someone like Peregrine. He pointed out Peregrine does not have a long-term contractual commitment as yet with the Town to do that.

Councilor Lee referred to the annual savings of \$760,742 and questioned if that's derived by a calculation of what the Town is currently putting out for a utility outlay. Mr. Weisman explained they guarantee units of energy saved and make assumptions of what the value of that energy will be. He noted that's a calculated number based on those assumptions, and it's escalating that value over time to cover debt service.

Councilor Szewczak stated with JFK having its own pre-referendum committee, she was under the understanding that it would only have lights, therefore, there would be some sort of effect. She questioned if they would know the effect of not doing the boilers and everything else that was under JFK. Mr. Chodkowski stated the consensus was that with JFK being under evaluation at this time and with subsequent work to be done on that facility at some point in the future, performing most of the work at that facility today wouldn't be beneficial. He noted that the lighting element that could be performed at JFK would be appropriate because that improvement would occur regardless of whether or not that work was done as part of this project or the future rehabilitation at that facility. He stated Honeywell is in the process of updating its formal Exhibit A to the contract, which will reflect that amendment to the work so that what work will be done will be specifically listed as the lighting. He noted the remainder of the work will be removed. He stated Honeywell is preparing an a la carte menu of additional improvements that could be undertaken if they choose to do them, but are not obligated to do so under the project.

Councilor Szewczak stated if it goes to an a la carte, is there an up charge because it wasn't in the original bids that will go out. Ms. Hamilton responded no, it will be the same open book pricing as done before.

Councilor Lee questioned if there are examples from other communities where the legal agreement indicates what savings beyond the scope of the project might be earmarked for, i.e., energy projects, reduction of outstanding bonds, or long-term debt. Ms. Hamilton stated the City of Danbury has done multiple phases of energy performance contracting, and they decided to put it back into infrastructure. She noted the City of Stratford put savings into some renewable energy projects, and Middletown Schools put their savings into buying new computers.

Councilor Lee stated if the Town is doing this to save money, perhaps they should consider eliminating debt as their first priority.

Councilor Edgar questioned how they arrived at the 15-year term. Ms. Hamilton stated typically when they develop these performance contracts, they show a lot of different terms and types and sizes of projects. She noted they worked with Peregrine and the Town of Enfield to ask if they wanted shorter or longer terms and what are the goals for the project. She stated infrastructure and energy renewable projects were the biggest want, and this is when the 15-year term came about. She pointed out the State of Connecticut Department of Energy and Environmental Protection was also involved in the process, and they advocated for the 15-year term, and that was what was being advocating across all the State agencies that they were developing the same type of performance contracts with.

Chairman Kaupin requested more clarification on the street lighting component, i.e., would every streetlight be changed. Ms. Hamilton stated it's comprehensive, and all street lighting would be upgraded to high efficiency lighting.

Chairman Kaupin stated his belief the Town should have done energy performance contracting years ago, but there are requirements of getting referendums passed. He noted two of these referendums failed. He questioned what Peregrine and Honeywell can do to help the Town better inform the voters so that when they go to the polls in November, they can make an informed decision.

Ms. Hamilton stated they will be mailing a brochure, and they are working on this brochure with the DPW Subcommittee and the Clean Energy Task Force. She noted this is scheduled to be mailed soon. She stated they would like to meet with the schools and PTO's to help get the word out.

Councilor Lee referred to the pie chart in the presentation and stated his understanding there's a lot of complex components in a lot of buildings. He questioned whether a document for the public provides a simple laundry list of what the improvements might look like at each facility. Mr. Chodkowski stated Exhibit A in the Honeywell contract

will specifically delineate specific improvements at each facility. He noted when that document is finalized, it will be available on the website.

Chairman Kaupin invited comments/questions from the public.

Robert Lamontagne, 64 South River Street

Stated this type of program is outstanding. He noted he was Chief Electrician for a hospital and such programs pay off quickly. He stated the new boilers are outstanding, and the energy management and savings are there, however, he cautioned there should be some oversight of the actual work being done because in his experience he has seen some shoddy work. He stated he finds the 15-year term rather long.

Neal Narkon, 5 Clear Street

Questioned whether co-generation was considered for any of the larger buildings and was informed that they did look at co-generation at JFK, but it was found it was not a proper fit in that building and the payback was extremely long.

Mr. Narkon was questioned whether this could be considered for Enfield High School, and was told that's possible. It was also noted that with co-generation they have to find a use for excess heat.

Mr. Narkon questioned whether boilers were looked at closely because old boilers aren't necessarily bad. He questioned if there are other alternatives if the price of gas goes up. He was told boilers were evaluated and prioritized, and they have dual-fuel.

Mr. Narkon raised the matter of lighting color, and was told they tested different lighting and took input from employees, and they will be going with an acceptable type of lighting.

Mr. Narkon questioned what's being done with streetlights, and was told they will also test different streetlights to learn what the Town likes the most.

Councilor Lee referred to street lighting and noted some of the new decorative fixtures near St. Patrick's Church have been replaced with new LED lighting.

Jack Sheridan, 7 Buchanan Road

Questioned what is PP&E, and Mr. Chodkowski stated this stands for property, plant and equipment. He noted this is an accounting term used to define fixed assets of a corporation.

Mr. Sheridan stated ten years ago, the Town was well aware of energy waste and still hadn't put any money aside in their capital plans. He pointed out the Town Hall building was paid for the day it became occupied. He questioned what happened to that concept. He stated his belief people shouldn't vote for this.

Melissa Everett, 2 Post Road (Chair of the Enfield Clean Energy Committee)

Stated she has witnessed Peregrine and Honeywell putting in many hours going through buildings.

She noted within the contract there is an annual budget line for monitoring and verification and she stated her understanding that is for the reporting and tracking to be sure things are on track. She requested further detail about this budget line and what it pays for. Ms. Hamilton stated it's the on-going measurement and verification service that's part of the overall energy guarantee to verify the operation of facilities, the equipment, and the measurement of verifying that the buildings are saving energy. She noted they are looking at energy bills every month, and they're also looking at energy usage in facilities from a management standpoint and doing data logging every month and finalizing that every quarter. She noted every quarter, they are providing interim reports so they know ahead of time where they're going and where they are at so they're not waiting for anything to happen.

Ms. Everett questioned the life of the replacement equipment. Mr. Weisman stated boilers tend to last a long time and will be there for at least 15 years and according to history, boilers could be there four times that long. He noted LED lighting could last as long as 20 years, which will result in a significant savings for maintenance because they won't have the burnouts as in the past. Ms. Hamilton stated in the lighting category, there will be a 2% stock in every building. She noted they're trying to make standardization across the buildings easier.

Ms. Everett questioned if the length of this investment has any impact on the Town's bond rating, and Mr. Chodkowski stated traditionally, energy performance contracts do not adversely or positively impact the bond rating from the standpoint that the expense of the improvements is offset by the savings, therefore, there's no additional obligation by the Town against the debt incurred for that project.

Ms. Everett stated the American Medical Association has developed guidelines regarding LED's, which can effect people's sleeping if it gets in their window, and it can effect migratory patterns of wildlife. She stated her understanding there are good LED's from that perspective as well, and she questioned if that's something Honeywell would work with the Town on, and Ms. Hamilton responded yes.

Ms. Everett thanked everyone for their work on this. She urged Council members to be spokespersons and educators regarding this effort.

Jack Sheridan, 7 Buchanan Road

Questioned the completion date for this project, and Ms. Hamilton responded if the referendum is passed in November and if contracts are signed in December, they'd start installing January, 2017 with duration of the work 15 to 18 months.

Mr. Sheridan stated he's concerned about maintenance. He stated his belief maintenance has been a problem in Enfield for a long time.

Robert Tkacz, Enfield Terrace

Questioned if the work involves strictly heating, ventilation and air conditioning and was told it also involves water conservation, steam conservation, electrical and lighting.

Mr. Tkacz stated his belief they need to be careful with LED lighting because the American Medical Association says LED lighting is damaging to retina, and if they get the 4,000 Kelvins, there will be eye damage. He noted incandescent lighting is about 1,500 Kelvins, and it has been said they should not exceed that figure, especially in the classroom.

He questioned if a report can be given to the Council on how things turned out in other towns. He noted there doesn't seem to be that much savings in Stratford with 42 buildings. He stated there's no work sheet on the electrical and gas consumption building by building and where the savings and efficiencies will be. He pointed out the public wants to see the numbers. He noted he'd prefer seeing a shorter term for the contract.

Robert Lamontagne, 64 South River Street

Stated Kelvin readings come in fluorescent, LED's and incandescent. He noted the parking lot lights at the hospital he worked at were 400 watts, and they went to a 320 watt bulb, which were high-pressured sodium, and they then moved onto 80 watt LED lights. He stated as a result, the penetration into the parking lot out-performed everything else. He noted although he was not very pleased with the color of the lighting, it resulted in a dramatic improvement in clarity for security cameras.

Mr. Lamontagne stated his workplace had a high-pressured hot water boiler, and they went to individual boilers on the out buildings, and the savings were outstanding. He noted this is a no-brainer, and this program is money in the pocket.

He concluded stating the Town needs supervision in the field to watch what construction workers are doing. He noted at his hospital such projects had one licensed individual with five apprentices, and as a result, there were issues.

Neal Narkon, 5 Clear Street

Questioned if all boilers are to be replaced, and the boiler replacement has been prioritized by the Town.

Mr. Narkon questioned what kind of efficiencies are expected out of the new boilers and was told the new ones are in the low to mid nineties for the condensing waters.

Mr. Narkon questioned whether modular boilers are being considered, and he was told they're going with the same sized boiler, but the boilers will modulate.

Mr. Narkon questioned whether there's a website showing studies, graphs and charts, and Mr. Chodkowski stated the Town Manager's Office has binders of information, and anyone is welcome to review them.

Walter Kruzel, 21 Charnley Road

Stated his company changed to LED's, and they've been very satisfied. He voiced his support of this project.

Robert Tkacz, Enfield Terrace

Questioned how much money is Eversource going to contribute every year to this project, and was told \$1.6 million dollars total.

Mr. Tkacz stated the size of the new air conditioning system at the library should take into consideration any expansion to that building.

Mary Ann Turner, 7 Meadow Road

Stated she is 100% in favor of this project. She stated her concern is that the public has to hear this.

She questioned how many years it will take to do this work should the referendum fail. Mr. Chodkowski stated if they took last year's fiscal allocation for capital improvements and dedicated that same amount, it would take 5.5 years to accomplish all of this work, but they would not be able to do any other capital improvements.

Chairman Kaupin stated \$11.2 million dollars equated to mills would be about a four mill increase if they were to pay for it all at one time through taxes.

He stated there will be a Public Hearing on Tuesday, September 6th at 6:30 p.m. in the Council Chambers of Town Hall. He noted there will be a variety of opportunities for the public to learn about energy performance contracting in an interactive setting during the fall leading up to Election Day.

Councilor Arnone thanked Peregrine and Honeywell for doing a great job.

ADJOURNMENT

MOTION #3791 by Councilor Lee, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3791** adopted 9-0-0, and the meeting stood adjourned at 8:10 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
MONDAY, AUGUST 29, 2016**

A Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, August 29, 2016. The meeting was called to order at 6:30 p.m.

ROLL-CALL –Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Also present were Town Manager, Brian Chodkowski; Town Attorney, Christopher Bromson

MOTION #3792 by Councilor Stokes, seconded by Councilor Szewczak to go into Executive Session to discuss pending or threatened litigation, real estate negotiations and personnel matters.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3792** adopted 11-0-0, and the meeting stood recessed at 6:31 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 6:32 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Also present were Town Manager, Bryan Chodkowski; Town Attorney, Christopher Bromson; Attorney James Tallberg for Item A. and Rebecca Olson of ECDC for Item B.

Personnel matters, pending or threatened litigation and real estate negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 7:59 p.m. He reconvened the Special Meeting at 8:00 p.m. and stated during Executive Session, personnel matters, pending or threatened litigation and real estate negotiations were discussed with no action or votes being taken.

MOTION #3793 by Councilor Stokes, seconded by Councilor Arnone to remove Item 3. from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3793** adopted 11-0-0.

RESOLUTION #3794 by Councilor Stokes, seconded by Councilor Szewczak.

BE IT RESOLVED, that the Enfield Town Council hereby provides its consent to the Town's insurer, CIRMA, to settle the matter of Maier v. Enfield, et al., No. 3:15cv414(WWE), pursuant to the discussion with the Town's legal counsel in executive session on August 1, 2016.

Councilor Edgar stated his vote against this resolution is because the amount of the settlement was not included.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3794** adopted 10-1-0, with Councilor Edgar voting against the resolution.

RESOLUTION #3795 by Councilor Szewczak, seconded by Councilor Arnone.

BE IT RESOLVED THAT the Town Manager, Bryan R.H. Chodkowski, or his designee is authorized to serve as the Executive Director of the Enfield Community Development Corporation.

Councilor Lee stated his belief this is a smart move on behalf of the Town Council to aid ECDC in this manner and at this time so that the projects and priorities that both the Town and ECDC identified as critical regarding the Town Council's goals and growth of the community can move forward. He noted this is a small but important step so that the Corporation can reconstitute itself appropriately and start working on its business very shortly.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3795** adopted 9-1-1, with Councilor Edgar voting against and Councilor Deni abstaining.

MOTION #3796 by Councilor Stokes, seconded by Councilor Szewczak to go into Executive Session to discuss pending or threatened litigation, real estate negotiations and personnel matters.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3796** adopted 11-0-0, and the meeting stood recessed at 8:10 p.m.

EXECUTIVE SESSION

The Executive Session of the Enfield Town Council was called to order by Chairman Kaupin at 8:11 p.m.

ROLL-CALL – Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Hall, Kaupin, Lee, Stokes and Szewczak. Also present were Town Manager, Bryan Chodkowski and Town Attorney, Christopher Bromson

Personnel matters, pending or threatened litigation and real estate negotiations were discussed with no action or votes being taken.

Chairman Kaupin adjourned the Executive Session at 9:38 p.m. He reconvened the Special Meeting at 9:39 p.m. and stated during Executive Session, personnel matters, pending or threatened litigation and real estate negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3797 by Councilor Deni, seconded by Councilor Stokes to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3797** adopted 11-0-0, and the meeting stood adjourned at 9:40 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A SPECIAL MEETING
TUESDAY, SEPTEMBER 6, 2016**

The Special Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Enfield Room of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, September 6, 2016 at 5:30 p.m.

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Hall, Kaupin and Lee. Councilor Szewczak entered at 5:34 p.m. Councilor Stokes was absent. Also present were Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Assistant Town Attorney Mark Cerrato, Director of Public Works Jonathan Bilmes, Town Clerk Suzanne Olechnicki. Also present from Fuss & O'Neil, Vice President John Harkins.

MOTION #3798 by Councilor Hall, seconded by Councilor Arnone to go into Executive Session to discuss Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3798** adopted 9-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

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

ROLL-CALL - Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Hall, Kaupin and Lee. Councilor Szewczak entered at 5:34 p.m. Councilor Stokes was absent. Also present were Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Assistant Town Attorney Mark Cerrato, Director of Public Works Jonathan Bilmes, Town Clerk Suzanne Olechnicki. Also present from Fuss & O'Neil, Vice President John Harkins.

Chairman Kaupin recessed the Executive Session at 6:16 p.m., reconvened the Special Meeting at 6:17 p.m. and stated that during Executive Session, Personnel Matters, Pending or Threatened Litigation and Real Estate Negotiations were discussed with no action or votes being taken.

ADJOURNMENT

MOTION #3799 by Councilor Cekala, seconded by Councilor Arnone to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3799** adopted 10-0-0 and the meeting stood adjourned at 6:18 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
TUESDAY, SEPTEMBER 6, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Tuesday, September 6, 2016. The meeting was called to order at 7:30 p.m.

PRAYER – The Prayer was given by Councilor Edgar.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

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

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3800 by Councilor Arnone, seconded by Councilor Hall to accept the minutes of the August 1, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3800** adopted 8-0-1, with Councilor Davis abstaining.

MOTION #3801 by Councilor Hall, seconded by Councilor Arnone to accept the minutes of the August 1, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3801** adopted 8-0-1, with Councilor Davis abstaining.

SPECIAL GUESTS

Enfield High School Renovation Building Committee

Present for this item were Board of Education members Walter Kruzel, Lori Unghire and Raymond Peabody.

Mr. Kruzel stated they had a successful school opening at Enfield High School today. He noted he, Lori Unghire, Raymond Peabody and Michael Ludwick were present at school assemblies today.

Ms. Unghire stated everything went as planned at the opening of Enfield High School today. She noted they were there at 6:30 a.m. greeting all the students and teachers as they entered the building. She stated the building looks great, the students are really excited, and Mr. Longey did an excellent job at the assemblies.

The Board members presented the Town Council with Enfield High School Eagles tee-shirts.

Councilor Lee stated the ability to provide tours of the new Enfield High School for parents and students was fantastic. He noted the Freshman orientation was very well received.

Mr. Kruzel stated six month ago, Amar Shamas from Gilbane stated they would have a certificate of occupancy on August 23rd, and they received that C.O. on August 23rd. He commended the transition team, the movers, the teachers, the building committee, the design team and everyone involved in this project.

Councilor Hall acknowledged all the work done by the building committee over the past years. She noted she has not heard anything negative from anyone, and this building is a shining star.

Mr. Kruzel commended the students for putting up with this construction over three years, and they never heard a complaint. He highly praised Randy Daigle, Chairman of the Enfield High School Renovation Building Committee because he went above and beyond for this project.

Mr. Kruzel stated Mr. Longey, Principal of Enfield High School, did a great job at all four assemblies today.

Chairman Kaupin commended the building committee, Amar Shamas and everyone involved. He stated the project will be substantially completed in January/February 2017 when the music wing is completed. He noted today is a proud day for Enfield. He stated years ago, both the Council and Board decided to work in a non-partisan way and decided something had to be done to make the school system better, therefore, they began at the elementary level and finally made the move to merge two high schools into one state-of-the-art, top notch high school that Enfield can be proud of. He noted this was supported by the taxpayers, and the building committee put in many hours of work for this project.

Ms. Unghire stated in the spring when the performing arts center and auditorium is completed, they will have an opening ceremony, and the Council will get invitations.

Mr. Kruzel stated this is one of two projects in the State that's under budgeted.

PUBLIC COMMUNICATIONS & PETITIONS

Jack Sheridan, 7 Buchanan Road

Thanked Walter Kruzal for his help on the repairing of the weights, which helped the taxpayers and the school.

Referring to the earlier Public Hearing concerning Energy Performance Contracting, Mr. Sheridan thanked Councilors Davis and Cekala for their follow up questions. Addressing himself to Councilor Arnone, he pointed out speakers didn't have the details they have now. He stated he still wants to know what proper use of the systems means. He questioned whether anyone has called the towns that have had any of these services done and whether they're satisfied. He noted it would have been better for the Town to have maintained the equipment through the budgets as years went by, rather than trying to do it all at once. He stated this is still an expense whether or not they'll feel it in the budget.

Robert Tkacz, 601 Hazard Avenue

Stated just about all Enfield Schools are not ADA compliant, and he questioned what will be done about that. He agreed with Mr. Sheridan that they didn't have the information on the Energy Performance Contracting. He noted the print in charts is so bad it's unreadable. He stated they need a building-by-building chart so they know how much energy they're consuming before they start this project otherwise they won't know if they're saving money in the end.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Arnone stated he respects speakers, and he hopes all the answers can be provided at the next meeting. He agreed they have to do a better job getting all the information on the Town's website.

Councilor Arnone stated the Pirate Festival was a great event with good crowds and beautiful weather. He thanked everyone for their efforts. He commended Officer Whitcomb for doing a great job handling a juvenile affair at the event.

Councilor Bosco stated answers can be provided to those questions raised regarding Energy Performance Contracting.

Councilor Bosco reminded everyone that the Four Town Fair will take place September 15, 16, 17 and 18.

Councilor Hall stated Father Melnick of St. Bernard's Church is being reassigned to a church outside of Enfield. She noted this will be a big loss for the Town of Enfield because of Father Melnick's involvement with the community.

She thanked Building & Grounds for the great job they did at the Shaker soccer fields.

Councilor Hall stated a group of Enfield police officers are doing a huge fundraiser called, Over the Edge, which benefits Special Olympics. She noted this will take place at Mohegan Sun this Friday. She thanked Eddie Kaczmarek, who organized this for years. She pointed out over \$10,000 has been raised for Special Olympics.

Councilor Davis stated she attended the Pirate Festival, and it was a great event.

Councilor Davis announced the Family Day Event is scheduled for September 18th from 11:30 to 4:00 p.m.

Councilor Lee stated the Cub Scouts and Boy Scouts have a town-wide effort to promote scouting at the Enfield Square on the evening of September 14th. He noted ctrivers.org has details.

Councilor Lee thanked members of the DPW staff and Spazzarini Construction who he understands were instrumental in easing some of the issues that were taking place with a delayed road project on Taylor Road over the last few weeks.

MOTION #3802 by Councilor Lee, seconded by Councilor Cekala to suspend the rules to address under Miscellaneous Items 14 B1, B2 B4, B5, G, H, J, K, L and M.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3802** adopted 9-0-0.

Chairman Kaupin stated Mt. Carmel had a great festival this year.

He thanked Parkway Pavilion for the opportunity to sit in the dunk tank for an Alzheimer fundraiser.

He noted the Dog Park fundraiser was successful and the top fundraisers had the honor of their dogs being named Mayor and Deputy Mayor of the Dog Park.

Chairman Kaupin stated there will be a September 11th remembrance parade and ceremony led by Enfield Fire District #2 at 4:00 p.m. on Sunday, September 11th. He noted the parade begins at the Porter & Chester facility and ends at Enfield Fire District #2, and the public is invited.

He noted a resident is asking if leaf mulch pick-up is available at the transfer station, and where it can be picked up. He requested the Town Manager check into this and let him know the answer so he can respond to this resident.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated the Project and Activities Report is available in the Council's packet, and he can answer any questions or concerns regarding the report.

As concerns information about energy performance contracting, Mr. Chodkowski stated staff was working on that today, and it's hoped there will be something on the website in the next day or so.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated he had no formal report this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Chairman Kaupin pointed out the Council heard from the Building Committee earlier this evening.

There were no other reports this evening.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3803 by Councilor Arnone, seconded by Councilor Deni to remove Item #13 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3803** adopted 9-0-0.

NOMINATION #3804 by Councilor Arnone to appoint Damon Patnoe (D) to the Enfield Culture and Arts Commission for a term which expires 5/31/18.

MOTION #3805 by Councilor Lee, seconded by Councilor Hall to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3805** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Damon Patnoe appointed to the Enfield Culture and Arts Commission by a 9-0-0 vote.

MOTION #3806 by Councilor Edgar, seconded by Councilor Deni to remove Item #14 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3806** adopted 9-0-0.

NOMINATION #3807 by Councilor Edgar to appoint Matthew Sylvester (D) to the Enfield Culture and Arts Commission for a term which expires 5/31/18.

MOTION #3808 by Councilor Hall, seconded by Councilor Edgar to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3808** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Matthew Sylvester appointed to the Enfield Culture and Arts Commission by a 9-0-0 vote.

All other appointments remained tabled.

Items C through J remained on the table.

NEW BUSINESS

All New Business items remained on the agenda.

ITEMS FOR DISCUSSION

Chairman Kaupin stated Items E, F, and I will be on the next agenda.

MISCELLANEOUS

NOMINATION #3809 by Councilor Edgar to appoint Michael J. Arnone, Jr. (U) to the Commission on Aging for a term which expires 12/31/18.

MOTION #3810 by Councilor Hall, seconded by Councilor Cekala to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3810** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Michael J. Arnone, Jr. appointed to the Commission on Aging by a 9-0-0 vote.

NOMINATION #3811 by Councilor Lee to appoint Timothy Slade (R) to the Commission on Aging as a full member for a term which expires 12/31/17.

MOTION #3812 by Councilor Lee, seconded by Councilor Deni to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3812** adopted 8-0-0 with Councilor Bosco absent at the vote.

Upon a **ROLL-CALL** vote being taken, the Chair declared Timothy Slade appointed as a full member on the Commission on Aging by an 8-0-0 vote.

NOMINATION #3813 by Councilor Edgar to reappoint Richard Tatoian (D) to the Historic District Commission for a term which expires 8/31/21.

MOTION #3814 by Councilor Lee, seconded by Councilor Hall to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3814** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Richard Tatoian reappointed to the Historic District Commission by a 9-0-0 vote.

NOMINATION #3815 by Councilor Edgar to reappoint Colleen Reidy (G) to the Historic District Commission for a term which expires 8/31/21.

MOTION #3816 by Councilor Lee, seconded by Councilor Hall to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3816** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Colleen Reidy reappointed to the Historic District Commission by a 9-0-0 vote.

RESOLUTION #3817 by Councilor Hall, seconded by Councilor Arnone.

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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3817** adopted 9-0-0.

RESOLUTION #3818 by Councilor Arnone, seconded by Councilor Bosco.

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.

Councilor Lee questioned whether there was a timetable in which the Chief expected this work completed, and Mr. Chodkowski responded if there is, he doesn't recall it being provided to his office, but he will ask the Chief to provide that information, and he will pass that information onto the Council.

Councilor Bosco stated the reason for the bid waiver is because it's going back to the factory that built it originally.

Councilor Edgar stated he doesn't vote for waivers.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3818** adopted 8-1-0, with Councilor Edgar voting against the resolution.

RESOLUTION #3819 by Councilor Hall, seconded by Councilor Arnone.

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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3819** adopted 9-0-0.

MOTION #3820 by Councilor Hall, seconded by Councilor Arnone to waive the reading of the resolution.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3820** adopted 7-0-2, with Councilors Bosco and Edgar abstaining.

RESOLUTION #3821 by Councilor Hall, seconded by Councilor Bosco.

Resolution to Appropriate \$11, 200,000 for the Energy
Performance Contracting Capital Replacement Project
(copy appended)

Councilor Edgar questioned how soon this will go out to the public. Mr. Chodkowski stated this particular item will be linked on the website once approved, and it will accompany the mass mailing done by the Town Clerk's Office in advance of the referendum question, which would be drafted by bond counsel.

Councilor Edgar questioned if that will be linked right away so the public can easily find it on the website, and Mr. Chodkowski responded yes, as soon as they can get the link up and operational within the next day or two.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3821** adopted 9-0-0.

MOTION #3822 by Councilor Lee, seconded by Councilor Arnone to waive the reading of the resolution.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3822** adopted 7-0-2, with Councilors Bosco and Edgar abstaining.

RESOLUTION #3823 by Councilor Hall, seconded by Councilor Deni.
Resolution to Submit Appropriation and Bonding
Resolution to Referendum
(copy appended)

Councilor Lee stated the language is very thick in legalese and doesn't ever get to a part of this document where it actually explains what a performance contract project entails. He noted when the public is faced with this or even the question itself in the ballot box, it doesn't make a lot of sense. He stated his hope things can be made more understandable.

Attorney Matthew Ritter from Shipman & Goodwin was present to address this item.

Attorney Ritter stated they did make some concessions in the language. He pointed out the question can't advocate or be seen as leaning one way or the other, and it's hard to expand on the question. He stated it's hoped this language is more what the Council is hoping for by having the projected offset savings line, which they did not have last time.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3823** adopted 9-0-0.

RESOLUTION #3824 by Councilor Lee, seconded by Councilor Hall.

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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3824** adopted 9-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

Councilor Bosco requested the peeling paint on the ceiling in the men's room be addressed.

ADJOURNMENT

MOTION #3825 by Councilor Hall, seconded by Councilor Deni to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3825** adopted, and the meeting stood adjourned at 8:30 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of September 6, 2016 Regular
Town Council Meeting
See Page 8

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.

Appended to minutes
of September 6, 2016 Regular
Town Council Meeting
See Page 9

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



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski,
Town Manager

DATE: September 16, 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: I have been selected to serve on the Connecticut Conference of Municipalities Policy Committee on Land Use, Housing, and Community Development. The Committee vets from members about legislative issues of statewide importance for inclusion in CCM's annual State Legislative Program.

Hazardville Institute Renovation Grant: Final comments from the Town Attorney's Office remain outstanding. In the interim, the Conservancy has reached out to its neighboring property owner, EDJ Property Management LLC, to begin negotiating access agreements. EDJ has requested the Town's direct involvement in these negotiations. This matter has been referred to the Development Services Committee for further direction.

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: The Town received two responses to its RFP for the JFK Middle School Feasibility Study. The proposals were forwarded out to the Committee on September 12. The Committee's September 14 meeting has been rescheduled to September 21.



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: There was no quorum for the Committee's September 15 meeting. The Committee's next meeting has been scheduled for 6:30 PM on September 29 in the Thompsonville Room.

E-TV

High School Graduations: DVD's are still available for purchase. They are \$10.00 each, cash only. They can be purchased by contacting ETV at (860)-741-4027.

Internship Program: Our summer interns are back at school. We have an additional Enfield resident looking to intern at ETV for the fall semester.

Heroin & Drug Abuse Documentary: Final editing and clean-up will resume on the documentary and the show should be on the air by the end of the month.

Emergency Crawl System: On September 1, the emergency crawl system stopped working. We are trying to determine the extent of the system damage and are currently coming up with alternative solutions to have an emergency system up and running before the advent of the winter season parking bans and weather warnings.

Accolades: I would like to quickly recognize the people who stepped up and kept ETV running smoothly during my extended medical leave. Laurie Carr, our production assistant at ETV, for handling all the calls and questions from residents and Town employees. Alex Giner, our senior videographer, who scheduled and staffed every meeting in my absence. A big "thank you" to all the exceptional work from our part-time employees.

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.



TOWN OF ENFIELD

FINANCE (Cont'd):

Tax Assessment: The Assessor's office has begun preparing the 2016 Grand List. The Grand List is the overall list of property values in town as of October, 2016 and is the basis of the property taxes collected in fiscal year 2017-2018. This process will take until January 2017.

Bond Anticipation Note (BANs) Issue: The \$47 million in bond anticipation notes closed on August 11, 2016 with an average net interest rate of .7831%. This informational item will be removed from future PARs.

LIBRARY:

Library Programing: The library has completed its seasonal summer programming. Utilization data on these programs will be shared with Council as appropriate.

Head of Reference Services Position: We will be conducting interviews for the Head of Reference position later on September 23rd. We have an exceptionally strong pool of candidates.

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: On September 12, 2016, the Department rolled out the first phase of an electronic application process so that all new hires will be required to fill out an application electronically. Effective today, all applications will be filled out on-line without paper. This will save resources 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 a key vacancy in the the Environmental, Health and Safety Manager. Interviews for this position begin September 21. Michael (Mike) Szlosek has been hired as Assistant Director/Business Operations Manager for the Department of Public Works.



TOWN OF ENFIELD

TOWN CLERK:

Records Management: We were recently contacted by the Central Library in an effort to review the records of the previous Director. We are in the process of evaluating this request.

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: With the election fast approaching, we continue to receive requests for absentee ballots. The last day to register to vote is Tuesday, November 1.

POLICE:

Community Relations: The 23rd annual Citizen Police Academy began September 15, and will run for the next 9 consecutive Thursdays. This is by far our most successful community outreach program for our citizens. Classes will be primarily taught by officers of the Enfield Police Department. We believe that this a great method of communication to our residents and to receive their feedback.

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.

Traffic Enforcement: The new school year has begun with the new Enfield High School and two of our SRO's are assigned to that school. We are carefully monitoring the activity and demands on are two officers to see what type of workload this new school will have on our ability to serve this school effectively. With respect to traffic we are monitoring both in the morning and after school, and have not encountered any significant issues as of yet.

Drug Enforcement Activities: The narcotic task force continues to produce tremendous results. This unit recently had a drug seizure in Windsor Locks that yielding thousands of illegal pills, and have also seized a significant amount of money from the suspect's bank accounts.

ECONOMIC DEVELOPMENT:

25 Bacon Rd: The CD Office and Town Manger continue to work with the new buyers of the former Hallmark site. The company, WE 25 Bacon LLC, has 2 prospective leases lined up but have yet to announce company names. The Town continues to negotiate a potential Tax Assessment Agreement and details are being worked out. The company recently started renovations at the site.



TOWN OF ENFIELD

ECONOMIC DEVELOPMENT (Cont'd):

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.

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 8th 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 attorney 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. There has been no further movement on this project.



TOWN OF ENFIELD

COMMUNITY DEVELOPMENT (Cont'd):

Transit Oriented Development Plan: On September 6, Town officials met with State planners and their consultants regarding the development of a Transit Oriented Development Action Plan in conjunction with the Hartford Line commuter rail project. Staff provided a tour of the station area and the village of Thompsonville. The State will be collecting data from each station area and using the information to develop a corridor TOD Action Plan. Public meetings will also be conducted sometime this fall.

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.

BUILDING SERVICES:

25 Bacon Road: Landlord demolition and alterations are now permitted and underway in the low bay building. Plans were submitted this week for the Tenant to fit-out and are under review by the several responsible departments.

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 now being stocked in preparation for an October opening. The building permit was also issued for Fantastic Sam's.

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.

General Information: Permitted work for August 2016 had a construction value of over \$4.7 million on 233 permits that generated \$78,658.

PLANNING & ZONING:

General Information: Work continues on 25 Bacon Road---Phase I approved by IWWA and PZC at special meetings in August—Phase II will be heard Sept 5 IWWA and Sept 15 PZC Phase III new building scheduled for ART on September 14th. Work continues on Elm St commercial development. Work continues on various zoning text amendments to modernize and streamline code.

Pre-Application Assistance: Assistance to property owners averages 45 properties a month from new commercial buildings and additions to residential homes.



TOWN OF ENFIELD

PLANNING & ZONING (Cont'd):

Commission Activities: PZC heard 19 formal applications June-August- Staff reviewed, researched and approved 261 PZC permits June-August IWWC heard 9 formal applications June-August. Staff researched, reviewed and issued 84 IWWC permits June-August.

Enforcement Activities: There are about 45 property maintenance/code enforcement cases active on any given day. June to August : 227 cases -190 cases resolved-18 formal citations issued-10 properties cleaned by Town and a lien placed—37 cases open currently. Top seven current cases: 46 Cottage Green, 3 Cook Avenue, 46 Sword Ave, 1 Knox St, 32 Church St, 17 Burnham St, 15 Weymouth Dr. There are 29 open zoning complaints. During June-August approximately 62 zoning complaints were handled.

EMS:

Medic 3 Refurbishment: The final meeting to review the specifications with the EMS Team and Rick Davenport from Fleet Services is scheduled for September 15. Any changes or corrections will then be communicated to AEV (ambulance builder).

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.

RECREATION:

Prudence Crandall Playscape: The playscape has arrived and Buildings and Grounds is scheduled to install the system the week of October 3.

Recreational Programming: The Town had more than 400 participants in its summer programming activities. More information about these programs and thier users will be shared with Council as appropriate.



TOWN OF ENFIELD

RECREATION (Cont'd):

Skate Park: A meeting between Recreation and Public Works staff is scheduled for September 19 to see what cross-departmental support is needed for this project.

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: The final inspection of the renovations completed @ 110 High Street is scheduled for Friday, 9/16. The move will commence after the inspection.

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.

Grant Update: Youth Services was awarded a \$47,145 federal STOP grant to enhance activities that reduce underage drinking. Social Services Administration was awarded a \$9,750 grant from the state Department of Social Services to coordinate long term support services for seniors and disabled residents. This informational item will be removed from future PARs.

Social Work Services at the Senior Center: At the Senior Center Director's request, the September schedule was reduced to Wednesday afternoon by appointment and every other Friday morning. Social Work services at the Adult Day Center will continue at an average of 10 hrs/wk. This information item will be removed from future PARs.

CRT Meals at the Adult Day Center: Earlier this month, CRT notified the Department that effective October 1, catered lunches provided for the Adult Center would increase from \$3.75/meal to \$5.40/meal. We are currently exploring options to provide a higher quality meal at a lower cost. Updates to Council will be provided as appropriate.

Prevention Task Force: The Prevention Task Force hosted a meeting on 9/13 to highlight CCMs recommendations on prevention, recovery and enforcement activities to reduce substance use. Copies of CCMs Substance Abuse Tool Kit for Local Elected Officials is available by request. This informational item will be removed from future PARs.



TOWN OF ENFIELD

SOCIAL SERVICES (Cont'd):

Fundraiser to Benefit CCMC: DSS will host a fundraiser to benefit CCMC on November 19th from 11AM -3PM at the Senior Center. This effort is part of a national campaign to support the Children's Miracle Network Hospitals. Our goal is to raise \$5,000 and has 100 people participate in a "board game" marathon. Updates to Council will be provided as appropriate.

PUBLIC WORKS:

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: Milling has been completed. The contractor is currently replacing/resetting the catch basin tops. Paving is scheduled for later this month (not confirmed).

Northfield St: We are working with Eversource to relocate their lines and updated information will be shared with Council as appropriate.

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: 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. Additional signage indicating businesses are open have been installed and traffic detours have been minimized. The water company has been in contact directly with residents and businesses on Taylor Road. The LEGO road race is scheduled for October 1. The race route includes portions of Park St and Taylor Road. We have been working with the police and the contractor on scheduling Park St work to make sure the road is acceptable for the runners.

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 was scheduled for October using a combination of Town staff and contractors but the schedule has slipped several weeks because of higher priority projects.

Water Pollution Control Updates: Updated information on this complex project will be shared with Council as appropriate.

100 High St Painting: Final project walkthrough took place and contractor's invoice is being reviewed. A 5% retainage is recommended for outstanding items.



TOWN OF ENFIELD

PUBLIC WORKS (Cont'd):

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. The Town Attorney's review of the renewal clauses in both contracts has been completed and indicates that both contracts can be extended by mutual agreement. The vendors are preparing renewal proposals.

Still Meadow Water Supply:

Staff recently met with Fuss & O'Neill to discuss next steps in the grant application process with DEEP. A recommendation will be forthcoming in the near future.

Fleet Services Operation- Second Shift: As a result of a temporary reduction in personnel, Fleet Services has been operating one shift the past few months pursuant to an MOU with Local 1029. The MOU is expiring October 3 and we are working on options to continue to provide a high level of customer service.

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).



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

**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.

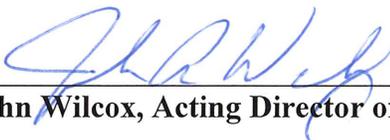
TO: Development Services Administration

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

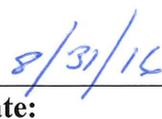
FROM: General Fund

Collective Bargaining	10800092-593070	\$43,551
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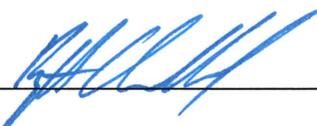
CERTIFICATION: I hereby certify that the above-stated funds are available as of August 31, 2016.



John Wilcox, Acting Director of Finance



Date:

APPROVED BY:  _____ **Town Manager**

Date: 8/31/16



TOWN OF ENFIELD

September 9, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution authorizing the Town Manager to enter into an agreement with the State Department of Social Services.

Highlights:

- The Town of Enfield received notification of grant award funding from the State Department of Social Services (DSS).
- The DSS funding will be used to support coordination of Long Term Support Services (LTSS) for senior residents.
- The grant includes a sub-contract with Chris Casey Concepts which will include the creation of a marketing and public awareness plan, planning/facilitation of focus groups and community meetings and coordination of print and other promotional materials.
- The grant also includes a sub-contract with the Connecticut Center for Applied Technology for the development of a maintainable and expandable HIPPA-compliant Service Mapping Application (mobile ready web app) to assist with connecting elderly and disabled residents and their families/caregivers to service providers.
- The total maximum amount payable under the contract is \$10,000.00.
- The contract would be with DSS for the remainder of Fiscal Year 2016/17.

Budget Impact:

There are no budget impact this fiscal year.

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 the Connecticut
Department of Social Services.**

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 the Department of Social Services and to affix the Corporate Seal.

Submitted: September 9, 2016

Submitted by: Dawn Homer-Bouthiette, Social Services Director



TOWN OF ENFIELD

September 13, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Acknowledge the Financial Responsibilities of a Public Library Construction Grant as Administered by the Connecticut State Library

Councilors:

Highlights:

- In order for the Town of Enfield to receive grant funding, an acknowledgement of financial responsibilities must be adopted by the Enfield Town Council.
- The Town must provide 50% of the cost of the project, estimated at \$249,836.
- The funds must be appropriated within 12 months of the grant's approval.

The Central Library's air conditioning system has failed and the building is currently being cooled by rented floor units. The State Library's Construction Grant will pay for half of the cost of replacing the failed HVAC system.

Budget Impact:

The budget impact would be \$249,836.

Recommendation:

That the Town Council adopt the attached resolution.

Respectfully Submitted,

Jason Neely
Library Director

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**A Resolution to Acknowledge the Financial Responsibilities of a Public Library
Construction Grant as Administered by the Connecticut State Library**

WHEREAS, on July 5, 2016; the Enfield Town Council adopted Resolution No. 3763,
*A Resolution Authorizing Town Manager to Enter into Agreement with the Connecticut State
Library for a State Grant for Public Library Construction* (the “Grant”); and

WHEREAS, the Grant is to provide for the replacement of the Central Library’s 48 year-old non-
functioning HVAC system (the “Project”) which is estimated at a total cost of \$499,673; and

WHEREAS, the Grant will provide for 50% of the Project cost thereby requiring the Town of
Enfield to directly fund 50% of the Project in an amount currently estimated at \$499,673;

**NOW THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN
OF ENFIELD, STATE OF CONNECTICUT, THAT:**

Section 1: The Enfield Town Council acknowledge its obligation to
provide for 50% of the Project’s cost, currently estimated at
\$249,836 if awarded the Grant.

Section 2: If the awarded the Grant, the Enfield Town Council shall
appropriate the necessary funds within 12 months of the
Grant’s awarding to meeting its obligation under said Grant.

Section 3: That this Resolution shall take effect and be in force from
and after the date of its passage.

McCarthy, Debra

From: noreply@civicplus.com
Sent: Friday, September 02, 2016 2:31 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	9/2/2016
First and Last Name	Kevin Zorda
Address	6 Monroe Road
City	Enfield
State	CT
Zip	06082
Phone Number	860-749-0868
Second Phone:	860-985-0551
Email	zorda1@cox.net
Occupation	Director Of Education
Occupation Phone Number	860-819-3529
Party Affiliation	Unaffiliated
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Inland Wetlands and Watercourses Agency

Appointment

Reappointment

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

I am currently an alternate member seeking to be elevated to a voting member. I have a BS from UCONN from the Agriculture and Natural Resources School with a Landscape Design major. I have over 15 years experience in that field. More recently my career has been in higher education which translates well in working with applicants and the public in the IWVA capacity. I have always had a keen awareness of the importance of

protecting our lands for future generations. I believe I have shown to be a valuable member of the agency and elevating me would validate that work and help the committee better protect the environment and wetlands of Enfield. I have completed the Connecticut DEEP Wetlands training course. I believe my status as an unaffiliated voter demonstrates that I have no political agenda and will evaluate each application solely on the merits of the application and the projects impact on Enfield's wetlands.

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 IWWA for approximately one year as an alternate member.

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

The only meeting missed are those during my recovery from surgery following a traumatic accident.

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, September 13, 2016 2:29 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	9/13/2016
First and Last Name	Joseph Muller
Address	28 Broad Brook Road
City	Enfield
State	CT
Zip	06082
Phone Number	860 462 4109
Second Phone:	860 253 3055
Email	mrj0428@gmail.com
Occupation	Facility Manager
Occupation Phone Number	860 394 5007
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	Inland Wetlands and Watercourses Agency
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I feel I would be an asset to this committee. I have experience with Storm Water and Waste Water Management in my current job. I also handle all construction and capital improvements projects. I understand the importance of water courses and the health of the environment.

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 Schools Athletic Fields Committee 2006-2008 Enfield High School Building Committee 2011 - Present
JFK PR Ref. 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? No

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