



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

**Monday, October 3, 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 - September 19, 2016**
 - **Regular Meeting – September 19, 2016**
6. **SPECIAL GUESTS.**
 - **Registrar of Voters**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Project and Activities Report**
 - **Skate Park**
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. **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.(Tabled 09/19/2016)
10. **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)
11. **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)
12. **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)
13. **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)
14. **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)
15. **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)
16. **Enfield High School Renovation Building Committee –** A Vacancy Exists Due to the Resignation of George Rypysc (D), Replacement Would be

Indefinite. (Tabled 12/07/2015)

17. **Enfield High School Renovation Building Committee** - A Vacancy Exists Due to the Appointment of Laura Vella (U) to a Regular Member. Replacement is Indefinite. (Tabled 10/05/2015)
18. **Enfield Revitalization Committee** – A Vacancy Exists Due to the Resignation of Rebecca Olesen (D). Replacement Would Be Until 04/30/2017. (Tabled 06/06/2016)
19. **Enfield Revitalization Committee** – A Vacancy Exists Due to the Resignation of Kassie Huhtanen(D). Replacement Would be Until 4/30/2017. (Tabled 06/06/2016)
20. **Ethics Commission (Alternate)** – A Vacancy Exist Due to the Regular Appointment of Ben Ide (U). Replacement Would be Until 10/31/2017.(Tabled 12/06/2010)
21. **Greater Hartford Transit District** – The Term of Office of Stephen Mitchell (R), Expires 06/30/2016. Reappointment or Replacement Would be Until 06/30/2020.(Tabled 06/20/2016)
22. **Inland Wetland and Watercourse Agency (Alternate)** – A Vacancy Exists Due to the Appointment of Robert Chagnon (R) to a Regular Member. Replacement Would be Until 06/30/2017. (Tabled 10/05/2015)
23. **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)
24. **Planning and Zoning Commission (Alternate)** – A Vacancy Exists due to the Appointment of an Alternate to a Regular Member (U). Replacement Would be Until 12/31/2017. (02/01/2017)
25. **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.(Tabled 09/06/2016)
 - L. **Discussion/Resolution:** Resolution Regarding the Non-Union Plan.(Tabled 09/06/2016)
 - M. **Discussion/Resolution:** Resolution to Approve Pay Range for the Director of Development Services (Tabled 09/06/2016).
 - N. **Discussion/Resolution:** Request for Transfer of Funds for Development Services \$43,551. (Tabled 09/06/2016)

13. NEW BUSINESS.

- A. Consent Agenda – Action.**
- 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:** Tyler v. Town of Enfield

14. ITEMS FOR DISCUSSION.

- A. **Consent Agenda – Review.**
- B. Appointment(s) – Town Council Appointed.**
 - 1. Inland Wetland and Watercourse Agency (Alternate) –** A Vacancy Exists Due to the Appointment of Kevin Zorda (U) to a Regular Member. Replacement Would be Until 06/30/2019.
 - 2. JFK Middle School Pre-Referendum Committee-** A Vacancy Exists Due to the Resignation of April Mattoon (D). Replacement is Indefinite
- C. Appointment(s) – Town Manager Appointed/Council Approved.**
- D. Appointment(s) – P & Z Commission Appointed- Council Approved.**
- E. **Discussion/Resolution:** Request for Transfer of Funds for Public Safety \$180,900.
- F. **Discussion/Resolution:** Request for Transfer of Funds to close out Fiscal Year-End 2015/2016.
- G. **Discussion/Resolution:** Resolution Regarding Enfield Teachers' Association Labor Agreement.
- H. **Discussion/Resolution:** Resolution Regarding the Referral to Planning and Zoning Commission for the Proposed Acceptance of Tax Sale Properties.
- I. **Discussion/Resolution:** A Resolution Authorizing Payment to the Crescent Lake Tax District for a Permanent Easement on Crescent Beach Drive.
- J. **Discussion/Resolution:** Resolution Setting a Public Hearing Regarding the Proposed Amendment to the Enfield Town Code, Chapter 14, Article II, Section 14-32 Fee Schedule.
- K. **Discussion/Resolution:** Avalos V. Town.
- L. **Discussion/Resolution:** Ronnie and Frank Salas v. Town.

- 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, SEPTEMBER 19, 2016**

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

ROLL-CALL - Present were Councilors Arnone, Cekala, Deni, Edgar, Kaupin, Lee and Szewczak. Councilor Davis arrived at 5:31 p.m., Councilor Stokes at 5:22 p.m. Councilor Bosco and Hall were absent. Also present, Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Assistant Town Attorney Mark Cerrato, Director of Human Resources, Stephen Bielenda, Town Clerk Suzanne Olechnicki.

Present from the Board of Education were Walter Kruzel, Mike Ludwick, Timothy Neville and Lori Unghire. Also Superintendent of Schools Jeffrey Schumann and Deputy Superintendent of Schools Christopher Drezek.

MOTION #3827A by Councilor Lee, seconded by Councilor Szewczak 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 #3827A** adopted 8-0-0 and the meeting stood recessed at 5:31 p.m.

EXECUTIVE SESSION

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

ROLL-CALL - Present were Councilors Arnone, Cekala, Deni, Edgar, Kaupin, Lee and Szewczak. Councilor Davis arrived at 5:31 p.m., Councilor Stokes at 5:22 p.m. Councilor Bosco and Hall were absent. Also present, Town Manager Bryan Chodkowski, Town Attorney Christopher Bromson, Assistant Town Attorney Mark Cerrato, Director of Human Resources, Stephen Bielenda, Town Clerk Suzanne Olechnicki.

Present from the Board of Education were Walter Kruzel, Mike Ludwick, Timothy Neville and Lori Unghire. Also Superintendent of Schools Jeffrey Schumann and Deputy Superintendent of Schools Christopher Drezek.

Chairman Kaupin recessed the Executive Session at 6:56 p.m., reconvened the Special Meeting at 6:57 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 #3827B by Councilor Cekala, seconded by Councilor Davis to adjourn.

Upon a **SHOW OF HANDS** vote being taken the Chair declared **MOTION #3827B** adopted 9-0-0 and the meeting stood adjourned at 6:58 p.m.

Suzanne F. Olechnicki
Town Clerk/Clerk of the Council

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, SEPTEMBER 19, 2016**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, September 19, 2016. The meeting was called to order at 7:30 p.m.

PRAYER – The Prayer was given by Councilor Stokes.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Cekala, Davis, Deni, Edgar, Kaupin, Lee, Stokes and Szewczak. Councilors Bosco and Hall were absent. Also present were Town Manager, Brian Chodkowski; Town Attorney, Christopher Bromson; Director of Finance, John Wilcox; Director of Social Services, Dawn Homer-Bouthiette; Library Director, Jason Neely; Town Clerk, Suzanne Olechnicki

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3828 by Councilor Deni, seconded by Councilor Stokes to accept the minutes of the August 22, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3828** adopted 8-0-1, with Councilor Cekala abstaining.

MOTION #3829 by Councilor Edgar, seconded by Councilor Arnone to accept the minutes of the August 29, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3829** adopted 9-0-0.

MOTION #3830 by Councilor Arnone, seconded by Councilor Deni to accept the minutes of the September 6, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3830** adopted 8-0-1, with Councilor Stokes abstaining.

MOTION #3831 by Councilor Edgar, seconded by Councilor Arnone to accept the minutes of the September 6, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3831** adopted 7-0-2, with Councilors Stokes and Szewczak abstaining.

SPECIAL GUESTS

ENFIELD HUNGER ACTION TEAM

Present was Kathleen Souvigney, Director of the Enfield Food Shelf. Ms. Souvigney was also representing the Enfield Hunger Action Team. Also present was Beatrice Maslowski from Food Share.

Ms. Souvigney stated several years ago Food Share initiated Hunger Action Teams throughout their service region, which is the northern end of Connecticut. She noted they tried to bring together a grass roots effort, which involved people from different disciplines such as Social Services, businesses, civic organizations, religious groups, charitable organizations and concerned individuals from the community to recognize and see the impact that hunger has on clients and the community as a whole.

She stated the Enfield Hunger Action Team was re-started in 2003, and she became involved a few years ago as a result of her work with the Enfield Food Shelf. She noted members meet monthly to discuss hunger-related impacts to Enfield and changes that can be affected to reduce hunger. She highlighted why it's important to explore and resolve the issue of hunger:

Health – a pregnant woman is more likely to experience birth complications; a child is at higher risk for chronic health conditions, i.e., asthma and anemia; a senior is more likely to experience depression, heart attacks, asthma, congestive heart failure, etc.

Academics – hunger also impacts the academic performance of students. It's known that when a child eats breakfast, they have a longer attention span, improved academic achievement, fewer visits to the school nurse, and there's a reduction in tardiness and absences. In the 2013/2014 School Year, 20% of Connecticut children who were eligible for free and reduced lunch, but did not take advantage of that opportunity, were chronically absent.

Ms. Souvigney pointed out hunger also impacts the economy because many dollars are lost when students don't take full advantage of programs such as free and reduced school lunch and breakfast. Enfield misses out on about \$275,000 in federal funding because it does not have full participation in the free and reduced meal program in Enfield. She pointed out it's also fiscally responsible for communities to address hunger.

She stated of the 44,699 people in Enfield, 16.5% of residents are at the threshold or below poverty levels and qualify for programs such as the Enfield Food Shelf or the Supplemental Nutrition Assistance Program (SNAP). She stated the Enfield Food Shelf is registering 8 to 10 new families every week, which indicates there's still quite a bit of need that is not met.

Ms. Souvigney stated Enfield has about 5,167 students, and 38.7% (2,000 students) are eligible for the free and reduced lunch program. She noted this also makes them eligible for the free breakfast in those schools that offer free breakfast, but only 26% of those eligible take advantage of the breakfast.

She stated school breakfast is an issue that the Enfield Hunger Action Team is hoping to help with, and they've taken some initiatives already by raising \$100,000 for the Enfield Nutrition Department to provide incentives to students during the National School Breakfast Week so that they will take advantage of breakfast.

Ms. Souvigney stated some towns are offering free breakfasts to all students regardless of income to take away some of the stigma that students feel when they go to get their breakfast, and perhaps in the future this can be considered in Enfield.

She noted Jean Haughey, Director of Youth Services, was able to get two questions pertaining to hunger on the JFK biennial survey taken last fall. She stated there are about 1,200 students at JFK, which is a good representation of what students are thinking. She pointed out 19.5% of students always or sometimes worry that food at home would run out before their family had money to buy more, and 12% of those students always or sometimes eat less because their families don't have enough money to buy food.

Ms. Souvigney stated hunger is not always visible or apparent. She noted Enfield has a lot of fixed income people such as seniors, disabled people and veterans who don't have any capability for earning additional income and they're well below the threshold. She stated Enfield has a lot of working families with both parents working, and they still have very limited earning potential.

She stated 70% of the college students at Asnuntuck qualified for free and reduced lunch in high school. She noted that probably carried through. She noted Asnuntuck actually approached the Enfield Hunger Action Team, and they will help Asnuntuck create a food pantry at the college. She noted they're going to create a grab and go situation so that between classes the students will have some food and be able to better learn.

As concerns food assistance in Enfield, people can go to Enfield Loaves and Fishes, which serves hot meals nightly. She noted the Enfield Food Shelf has a few different programs which include the weekly grocery style food assistance program, and they have a monthly box food assistance program for qualified seniors and home delivery is provided for shut-ins. She stated Mobile Food Share comes every other Friday to St. Patrick's Church, and people are able to get free produce and other perishable items. She noted they also provide emergency food assistance baskets from the Enfield Food Shelf to Neighborhood Services so people can get food assistance if the Food Shelf is closed. She went on to note they're providing SNAP enrollment whenever they are open, which is Wednesdays and Thursdays. She stated another program of the Enfield Food Shelf is called "Healthy Meals/Healthy Minds", and she's in collaboration with ERFC. She noted they do "Tonight in Thompsonville" dinners, which are free community dinners. She stated they also have the "Summer Lunch Bunch", which provides free summer lunches

for children. She stated people can call 211 at anytime and learn about any resources that might be available within the community.

Ms. Souvigney stated people can help reduce hunger in Enfield by just starting a conversation with friends and bringing issues into the open to learn how many people are hungry and take away the stigma of coming to the Food Shelf and getting assistance. She noted people can talk to business associates, schedule team building volunteer activities to help food assistance agencies, establish charitable giving programs and encourage others to support food assistance by donating goods, services or dollars. She noted people can also join the Enfield Hunger Action Team or send ideas on initiatives to fight hunger.

She stated the Enfield Hunger Action Team is having an open house at the Enfield Food Shelf on October 7th from 5:00 to 8:00. She noted meetings of the Enfield Hunger Action Team take place on the fourth Wednesday of every month at Asnuntuck Community College from 3:00 to 4:00 p.m.

Councilor Davis thanked Ms. Souvigney and Ms. Maslowski for what they do. She recommended people get involved because no one should go without food.

Councilor Arnone expressed his appreciation and noted he's proud of Enfield for all the help it provides people.

Councilor Lee stated President Lombella of Asnuntuck Community College was part of an effort to start a produce wagon at the college this summer for students who needed produce.

Councilor Arnone stated Food Share provides a massive amount of food. Ms. Maslowski stated Food Share is one of two food banks in Connecticut that's part of the Feeding America network of 200 food banks nationwide. She noted they serve only Hartford and Tolland counties, which totals 42 towns, and they distributed 11.5 million meals last year, and they do this through their partner agencies. She noted the Enfield Food Shelf is a shining example, which reaches out to the community and makes a huge difference.

PUBLIC COMMUNICATIONS & PETITIONS

Steve Cogtella, 2 South River Street

Spoke about the August 29th Council meeting held in Executive Session, specifically Item #4 on that agenda – a discussion/resolution authorizing the Town Manager, or his designee to serve as Executive Director of the Enfield Community Development Corporation. He noted that although this may have fallen under the guidelines or privilege of Executive Session, many people wonder why the Council didn't hold an open meeting considering the controversy surrounding this Corporation. He noted that just last year, two members of the Corporation were relieved of their duties for financial mismanagement. He stated they owe the IRS nearly a hundred thousand

dollars in back payroll taxes, and they are currently under local and federal investigation for alleged criminal misconduct.

He stated Enfield's recent interim Town Manager had a municipal employee, who was the Executive Director, stand down and disassociate himself with this organization. He noted Council members saw the opposition residents had regarding the \$200,000 loan they requested from the Town. He stated his hope that doesn't get resurrected. He pointed out the ECDC now has the Town Manager serving as Executive Director, authorized by the Town Council behind closed doors.

Mr. Cogtella stated the Town Manager is paid \$150,000 a year to deal with Town issues, not manage a non-profit organization that broke from the Town in 2010. He noted at a recent quarterly meeting, the Town Manager stated he is the first one in and the last one to leave his office, suggesting a long and challenging day. He questioned when will the Town Manager have the time to run the ECDC, and will he take time off from his Town responsibilities and keep an accounting of hours he puts in with this Corporation? He questioned whether he will be drawing a salary? He also questioned who his designee will be, the Town Attorney when dealing with ECDC legal issues, and other Town employees as he deems necessary to run this Corporation on the taxpayers' dollar.

He stated in 2010 a Transition Committee was formed that developed and recommended specific criteria to be a seated member of the Enfield Community Development Corporation Board of Directors. He noted the purpose was to have board members with specialized skill sets and ability to carry out the mission of the Corporation. He stated unequivocally, criteria and recommendations by the Transition Committee were abandoned with this newly reorganized and expanded Board, otherwise they wouldn't need the Town Manager to serve as Executive Director

Mr. Cogtella stated earlier this year he stated to the Town Council during Public Communications that he perceived a pattern emerging, when the previous two Chairs of the Enfield Revitalization Committee were appointed as ECDC Board members, whether qualified or not. He stated he referred to this as cronyism, and that upset some people. He noted and yet, four of the seven names published last week in the Courant as ECDC Board members, are in fact from the Enfield Revitalization Strategy Committee.

He stated hopefully, this authorization of the Town Manager as Executive Director of the Enfield Community Development Corporation will not continue to be an issue. He stated serving concurrently as Town Manager and Executive Director of the ECDC is in violation of the Enfield Code of Ethics, specifically a conflict of interest. He pointed out he has a supporting legal opinion obtained from a law firm outside of Enfield so as not to be biased in any way. He noted the document details those conflicts, and he requests this opinion be entered into the record. He added he has copies for Attorney Bromson and members of the Council.

Mr. Cogtella stated he is confident upon review, Attorney Bromson, his staff, as well as the Ethics Commission, will concur with this opinion.

He emphasized the conflict of interest is far greater with the Town Manager as Executive Director of ECDC than it ever was when one of the Council members held a Board Member position, prior to his resignation.

Mr. Cogtella concluded stating the only remedy to resolve this violation is for the Town Council to instruct the Town Manager to resign from one of the two positions.

Maureen Mullen, 1625 King Street

Stated Trinity Farms, owned and operated by the Smyth Family, has been recognized as the top dairy farm in Connecticut, and they received a very special award because of this. She noted they were at the Big E on opening day and the award was presented at that time. She stated the Town should recognize them as being a very special, hard-working family for generations.

Grace Greski, 21 Till Street

Stated there's no signage informing people that these meetings are on video or are being recorded. She stated her belief that is the law.

Ms. Greski stated there's no notification when there's an increase in taxes. She noted she called the Town Hall a couple weeks ago about this matter. She stated the answer was that the State would have to cut funding, therefore, taxes were raised.

She then spoke about a brochure she received regarding Energy Performance Contracting and noted this could result in another increase in taxes. She noted once taxes go up, they never go down. She questioned why the Town neglected all these town buildings and schools.

Robert Tkacz, Hazard Avenue

Referring to Energy Performance Contracting, Mr. Tkacz stated at the last referendum there was a worksheet that listed 30 items, but this worksheet lists only 12 items. He noted one of the main things taken off the worksheet was the changing of fluorescent lights, which was on the first referendum and had to do with T8's. He stated they plan to put LED's in just about all the buildings, except the library because the library was previously done with LED's and T8's.

Mr. Tkacz stated it was inferred that the boilers were going to be changed in 11 buildings. He noted those boilers currently have a life from 13 to 54 years. He referred to the new worksheet and they're only talking about four boilers and pump upgrades. He stated it should say boiler replacements with pump upgrades if they're going to do all four buildings. He noted those four buildings are the Library, Adult Day Care, Enfield Town Hall and Eli Whitney.

He questioned what towns are using performance contracts. He noted he asked the Town Manager who are the key people he can call in those towns, but the Town Manager didn't have the answer, which indicates no one from Enfield contacted these towns to see how Honeywell is doing.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Szewczak stated she spent a lot of time going through all the Energy Performance Contracting information. She noted at the last election cycle, there were two referendums, and they encompassed all the facilities. She stated one section would be done with performance contracting and another section would be done through a facilities referendum, and this is why there are a different number of projects. She noted when they went through it, there was an option that they would not have all LED's. She stated they did not choose that option last time. She noted they've always been at a stance that it was all LED's. She stated she would like to see things updated, and she'd like to see this referendum get a "fair shake".

Councilor Deni stated a resident asked him the status of the Strand Theater.

Councilor Arnone stated there will be another opportunity for the public to get more information about Energy Performance Contracting at Nathan Hale on Monday, September 26th at 7:00 p.m.

Councilor Stokes urged people to attend the September 26th meeting regarding Energy Performance Contracting so that they can make an educated vote.

Councilor Stokes stated the Family Day on the Green went well. He commended everyone who helped organize this event. He reminded everyone that the Jack O Lantern Festival is scheduled for October 15th.

Councilor Cekala stated she attended Family Day on the Green, and they had a great turnout.

Councilor Cekala urged everyone to attend the September 26th meeting. She acknowledged buildings may have been neglected in the past, but now they're trying to solve the problem.

Councilor Davis requested a breakdown of the project be provided for the September 26th meeting.

Councilor Davis requested clarification about the question concerning the appointment of the Town Manager to ECDC.

MOTION #3832 by Councilor Lee, seconded by Councilor Stokes to suspend the rules to address Items 14 E and F under Miscellaneous.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3832** adopted 9-0-0.

Councilor Lee expressed appreciation to Councilor Bosco and everyone else for the work they put into the Four Town Fair event.

Councilor Lee addressed himself to Ms. Greski and invited her to speak with him if she has any questions. He noted that through Performance Contracting it is hoped to pay for the projects and upgrades through savings they're not spending on utilities.

Chairman Kaupin questioned whether the Council needs to have postings informing the public that Council meetings are on video and are being recorded. Attorney Bromson stated it is permissible to video tape and record Council meetings under Connecticut law.

Chairman Kaupin referred to Ms. Greski's comment about notification regarding tax increases, and stated they've always utilized the newspaper and E-TV for that purpose.

As concerns Energy Performance Contracting, Chairman Kaupin stated his belief this is the way to go. He noted this has failed twice before. He stated there's the concept of "pay as you go" or find a way where it doesn't effect the tax rate. He noted they would take savings on utilities to pay for upgrades. He pointed out this is a contract with a guarantee.

Chairman Kaupin stated they did have a discussion about the Town Manager being able to serve on ECDC, and they were told there were no restrictions and that's why the Council approved that resolution.

He thanked the Enfield Fire District for another memorable and moving September 11th remembrance ceremony.

Chairman Kaupin stated Enfield is one of the four towns that participate in the Four Town Fair, and they had a good representation in the Four Town Parade. He noted they had good weather and a successful event.

He stated on Saturday night, the Enfield Athletic Hall of Fame had its 21st induction ceremony. He noted those recognized were the Scantic Spring Splash for their canoe and kayak race; the 1984 Fermi High School softball team, which was undefeated in the regular season, and Amy Romano was the pitcher for all 19 games; Ben Aleks-11 years as the Fermi High School wrestling coach; Judy Joslin, the boys volleyball coach at Enfield High School. He noted Judy Joslin is the only female in the State of Connecticut to coach a boys' volleyball team. He stated another honor went to Jeff Maier, Captain of baseball, basketball and cross country at Enfield High School in 1981; Keith Porcello graduated from Fermi in 1980, but after his high school athletic career, he bowled 34 perfect 300 games; Glenn Reese, 1975 Fermi graduate-cross country and track.

Chairman Kaupin expressed appreciation to Amy Witbro and everyone for their work on Family Day on the Green.

He stated this Saturday the 24th Source to Sea Cleanup will take place at the Barnes Boat Launch from 9:00 a.m. to 12:00 p.m., and this is sponsored by the Scantic River Watershed Association.

Chairman Kaupin stated there will be a quarterly public informational meeting on Monday, September 26th at 7:00 p.m. at Nathan Hale School, and this meeting will be about Energy Performance Contracting.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated the Council has within their packets the Project and Activities Report for the last two weeks.

He referred to information about performance contracting and noted the Town website's main page has a link which will take people to a sub page that's specific to the information relative to this project. He noted there's a bar chart, which is up-to-date, and the additional scope of work is attached to the contract.

Councilor Arnone questioned whether there's an update on the skatepark meeting. Mr. Chodkowski noted as soon as they can get that meeting rescheduled, they'll have more information.

Chairman Kaupin requested there be handouts for the public at the Nathan Hale meeting on Monday.

Councilor Lee referred to the Town Manager's Project and Activities Report and noticed there's some work to be done on manhole covers in October. He requested there be some State DOT response regarding problem manholes on Hazard Avenue in the area between South George Washington Road to the vicinity of Kelly Fradet in Hazardville. He also requested CT DOT be asked what's holding up the street sweeping request along the divided highway in the shopping district.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson stated he had no formal report this evening.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Szewczak stated the new high school is in full compliance with ADA.

JFK Pre-Referendum Committee

Chairman Kaupin stated there's a meeting this Wednesday, September 21st in the Enfield Room at 6:30 p.m.

OLD BUSINESS

APPOINTMENTS (TOWN COUNCIL)

MOTION #3833 by Councilor Arnone, seconded by Councilor Deni to remove Item #22 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3833** adopted 8-0-0. Councilor Lee absent at the vote.

NOMINATION #3834 by Councilor Szewczak to appoint Joseph Muller (R) to the Inland Wetland and Watercourse Agency for a term which expires 6/30/2017.

MOTION #3835 by Councilor Cekala, seconded by Councilor Arnone to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3835** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Joseph Muller appointed to the Inland Wetland and Watercourse Agency by an 8-0-0 vote.

MOTION #3836 by Councilor Arnone, seconded by Councilor Deni to remove Item #23 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3836** adopted 8-0-0.

NOMINATION #3837 by Councilor Arnone to appoint Kevin Zorda (U) to the Inland Wetland and Watercourse Agency for a term which expires 6/30/2020.

MOTION #3838 by Councilor Stokes, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3838** adopted 8-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kevin Zorda appointed to the Inland Wetland and Watercourse Agency by an 8-0-0 vote.

All other appointments remained tabled.

Items C through K remained tabled.

NEW BUSINESS

All New Business items remained on the agenda.

ITEMS FOR DISCUSSION

Items G and H remained on the agenda.

MISCELLANEOUS

RESOLUTION #3839 by Councilor Stokes, seconded by Councilor Cekala.

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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3839** adopted 8-0-0.

RESOLUTION #3840 by Councilor Arnone, seconded by Councilor Stokes.

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 acknowledges its obligation to provide for 50% of the Project’s cost, currently estimated at \$249,836 if awarded the Grant.

Section 2: If 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.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3840** adopted 8-0-0.

PUBLIC COMMUNICATIONS

Robert Tkacz, Hazard Avenue

Referring to the Strand Theater, Mr. Tkacz recalled when the Town Council gave “Save the Strand” \$200,000, but there’s never been an accounting of it.

Mr. Tkacz stated Eversource is doing big projects at Hartford Hospital and upgrading all the parking garages with LED’s because Canadian power companies are looking for more business because they’re competing with Eversource. He went on to note New York converted 250,000 streetlights to LED, and it’s estimated they’re saving \$6 million dollars a year with \$8 million dollars in repairs. He noted Enfield should know what the repair figure is. He went on to note there have been problems with LED’s, i.e., Torrington has had issues. He stated there will be some complaints due to brightness.

Steve Cogtella, 2 South River Street

Referring to the Enfield Community Development Corporation, Mr. Cogtella stated it’s not so much the Council authorizing the Town Manager to serve as Executive Director of the ECDC, but the real issue is the Town Manager holding two positions concurrently, and this is where the real conflict of interest falls into play. He stated based on the information he provided, he’s hoping the Council or Attorney Bromson follows up on this with at least an advisory opinion from the Ethics Commission, and that can be conveyed back to the public.

COUNCILOR COMMUNICATIONS

Councilor Szewczak stated if anyone wished to see the State’s LED lights, they can see them on Route 20, and the new Enfield High School has LED’s lights leading down the hill to the school.

ADJOURNMENT

MOTION #3841 by Councilor Stokes, seconded by Councilor Davis to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3841** adopted 8-0-0, and the meeting stood adjourned at 8:46 p.m.

Respectfully submitted,

Suzanne F. Olechnicki
Town Clerk
Clerk of the Council

Jeannette Lamontagne
Secretary to the Council

Appended to minutes
of 09/19/2016 Regular
Town Council Meeting
See Page 5

BRANSE & WILLIS, LLC

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By first-class mail, postage prepaid

September 9, 2016

Stephen Cogtella
2 S. River Street
Enfield, CT 06082

Dear Mr. Cogtella,

You have asked for our opinion on whether a conflict of interest exists when an Enfield public official accepts concurrent employment as executive director of a private nonprofit organization involved in redevelopment in the Town of Enfield. It is our opinion that such a conflict of interest can exist, but without more information, it is difficult to say whether one does exist.

Sec. 2-121 of the Enfield Code of Ethics states that a conflict of interest exists when a public official or municipal employee,¹ or their close relative, has a financial or personal interest in the outcome of any matter under consideration before them, their department, or a board or commission on which they serve. A financial interest is an interest in the result of a discretionary public action from which the individual, their close relative, or an organization in which the individual or their close relatives hold a five percent ownership interest or more would derive economic or pecuniary gain. Therefore, if the individual would derive a salary or wages from their service as executive director of this nonprofit organization, and their employment at this organization is *de facto* or *de jure* dependent on their ability to steer discretionary public actions in favor of the organization, then a financial conflict of interest would exist.

A personal interest is much broader. A personal interest is defined as an interest (not necessarily a financial interest) in either the subject matter of a matter before their board, commission, or department, or a relationship with the parties to such a matter, which may impair their impartiality. A redevelopment organization would presumably regularly appear before or otherwise deal with a variety of town boards, commissions, and departments related to economic

¹ A "municipal employee" is a salaried or wage-paid individual working for the town, but does not include the town manager or town attorney. A "public official" is any elected officer, the town manager, the town attorney, and any individual appointed to office by the town council, board of education, or town manager.

Stephen Cogtella
September 9, 2016
Page -2-

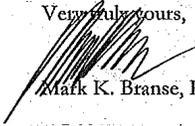
and community development.² If the public official's impartiality in those matters might be affected by their relationship to the non-town party, they have a conflict of personal interest.³

A conflict of interest also exists when a public official or municipal employee accepts employment that will impair their independence or judgment, or require the disclosure of confidential information that they acquired in the course of their public duties. As executive director of this organization, the public official in question may regularly be expected, as part of their duties, to disclose to the board of directors confidential information obtained in the course of their public employment. In addition, the public official may be placed in positions where their independence and judgment vis-à-vis their official duties could be impaired by the requirements of their executive director position. This second type of conflict of interest is obviously a much more fact-specific question than the first two types, but it is a potential conflict of interest.

Regardless of the specific type of conflict of interest, I would certainly expect the Enfield Ethics Commission to play a role in ensuring that such conflicts do not arise. This does not necessarily require the filing of a complaint with the Commission. The Enfield Ethics Commission is permitted, under § 2-129(l) of the Enfield Code of Ethics, to issue advisory opinions regarding the applicability of the Enfield Code of Ethics to a particular case. I am not aware of any Ethics Commission advisory opinion regarding potential conflicts of interest when a public official accepts employment as executive director of a private nonprofit redevelopment agency. However, I am certain that if such an advisory opinion were sought, the Ethics Commission would diligently investigate and review all aspects of the potential employment.

Please feel free to contact me if you have any questions or comments.

Very truly yours,



Mark K. Branse, Esq.

MKB

M:\Cogtella\Opinion Letter on Executive Director Conflicts of Interest

² Per Chapter 4 § 2 of the Enfield Town Charter, the town manager is directly responsible to the council for the administration of all departments and agencies within the town. Therefore, if the public official in question is the town manager, they have a potential conflict of personal interest regardless of the department with which the organization is dealing.

³ The prohibition in this case is reiterated in § 2-129 of the Enfield Code of Ethics, preventing public officials from accepting employment when that employment is incompatible with the proper discharge of their official duties.



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski,
Town Manager

DATE: September 30, 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 two 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 would like to thank the Council for allowing me to attend the ICMA Annual Conference in Kansas City, MO. The conference was very informative and insightful. Several sessions focused on citizen engagement, communication, and customer service through social media. Other seminar topics include development partnerships between municipalities, local industry, and education institutions; revitalization through place making; and workforce development.

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.

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 met on September 21, discussed the proposals, and determined that the Committee should interview both firms prior to recommending one specific firm to Council. The Committee's next meeting is scheduled for 6 PM on October 5.

Development Services Committee: Several items are scheduled for review by the Committee in the near future. Staff will be coordinating a meeting with the Committee Membership shortly.

Joint Facilities Committee: On September 29, the Committee decided to focus its initial efforts on buildings that will continue to be 100% occupied over the next 5 years and those facilities with the highest concentration of Priority 1 needs called-out in the SBS study. The Committee is scheduled to meet again on Thursday, October 13.



TOWN OF ENFIELD

E-TV

Internship Program: Our summer interns are now back at school but we have an Enfield resident who will be interning at ETV for the fall semester. They have just started and will be working through the first of the New Year. This informational item will be removed from future PARs.

Heroin & Drug Abuse Documentary: Final editing and clean-up is still in the process on the documentary and the show should be on the air by the end of the month. This item is complete and will be removed from future PARs.

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.

FINANCE:

FY 2015/2016 Year End: Council authorized the hiring of Blum Shaprio during their special meeting on August 22. They are scheduled to be at Town Hall October 10. The Treasury Division continues to prepare for the relevant information in support of the audit.

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.

LIBRARY:

Library Programing: The Library partnered with Asnuntuck Community College for the One Book Community Read event. This year's book is *Losing Tim: How our Health and Education Systems Failed My Son with Schizophrenia*. Author Paul Gionfriddo will be at Asnuntuck to discuss the book on Monday, October 3. Other upcoming programs include Historical Songs of Outlaws, Villains and Rogues (Wednesday, October 5) and What's New in Clean Energy (Wednesday, October 12).

Head of Reference Services Position: Interviews for the Head of Reference position took place September 23. We had an exceptionally strong pool of candidates, interviewing six individuals. Council will be updated as we move further along in this process.

The Friends of the Enfield Library: The Friends have donated a pass to the Vintage Radio & Communications Museum to our collection of museum passes. They will also be providing a Staff Appreciation Lunch on Monday, October 17.



TOWN OF ENFIELD

HUMAN RESOURCES:

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

Professional & Technical Union and Supervisory Union Negotiations: The first meeting for exchanging initial proposals took place on September 15, 2016. The next scheduled meeting bargaining session was September 29. Council will be updated as appropriate as negotiations continue.

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.

Public Works Positions Recruitment: DPW and HR are actively interviewing candidates to fill the part-time position of Environmental, Health and Safety Manager. Interviews started last week. Council will be updated as we move further along in this process.

Director of Development Services Recruitment: Human Resources is now actively recruiting to fill the Director of Development Services position anticipating a January 2017 start date. Council will be updated as we move further along in this process.

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.

Bid Document Management: The cataloging and archiving of bid files received from the Finance Department has been completed. This will be removed from future PAR.

Fiscal Document Management: All fiscal year disposal requests for the departments/divisions have been completed and distributed for signature by the designated custodian of the records. This will be removed from future PAR.



TOWN OF ENFIELD

POLICE:

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: After observing traffic the first full week of school, only minor issues were observed and are believed to be due to parents, students, and bus drivers being unfamiliar with the new traffic patterns. Council will be provided additional information on this matter as appropriate. This informational item will be removed from future PARs.

Community Action Group: The Police Department has partnered with Friends of the Enfield Police Department to raise funds in support of public safety recognition. Council will be provided additional information on this matter as appropriate.

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.

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

COMMUNITY DEVELOPMENT:

Thompsonville Bike Path: The CD Office and Public Works continue to develop plans for the Thompsonville Bike Path which will link the Route 190 Bridge Bike Path to the Freshwater Pond Recreational Area using Franklin and Enfield Streets. The project is being funded through a \$698,000 LOTCIP grant obtained this year. Work includes traffic counts on Franklin Street which were recently completed and submitted to CRCOG. Town officials met recently to review the results of Road Safety Study for Route 5 and to discuss funding opportunities in order to link Thompsonville Greenway to the Town Farm Road bike path.



TOWN OF ENFIELD

COMMUNITY DEVELOPMENT (Cont'd):

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

Community & Farmers Market: The market is now in its 12th week as we prepare to wind-down the season. The final market date will be October 12th which will include our Fall-O-Ween celebration. The market has enjoyed a strong turn-out from both vendors and customers. We hope to build on our success in 2017.

The Community Gardens: The Gardens are also preparing to wrap up the season with a fall clean-up scheduled for October 12th. Much of the produce this year was donated to the Loaves and Fishes soup kitchen and the Food Shelf to help feed local residents.

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. The Town will be required to control the site during the remediation process.

Transit Center: 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.

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. Public meetings will be conducted 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.



TOWN OF ENFIELD

COMMUNITY DEVELOPMENT (Cont'd):

CDBG Loan Programs: The CD office continues to fund Housing Rehabilitation projects even though the Town was not awarded a CDBG grant for 2016. The office is using its Program Income from past loans to assist homeowners with various renovations and repairs. At this point we are managing our funds so that we will be able to assist with emergency cases over the winter. Our office intends to reapply for more CDBG funding in the spring of 2017.

BUILDING SERVICES:

25 Bacon Road: Landlord demolition and alterations are now permitted and underway in the low bay building. Low bay building permits issued for both tenants. High bay alterations application filed September 29.

Mayfield Apartments: An application was 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. Two more buildings applied September 29.

Brookside Plaza: The TJ Maxx Store is now being stocked in preparation for an October opening. The certificate of occupancy has been issued. 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. The permit was issued on August 22 no calls for inspections as of date.

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 was approved by IWWA and PZC at special meetings in August. Phase II was heard on September 5 by IWWA and September 15 by PZC. Phase III, the proposed new building, underwent the ART process on September 14. Work continues on the Elm St. commercial development. Work also continues on various zoning text amendments to modernize and streamline code.



TOWN OF ENFIELD

PLANNING & ZONING (Cont'd):

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

Commission Activities: PZC heard 19 formal applications in the months of June, July, and August. Staff reviewed, researched and approved 261 PZC permits during this same time period. IWWC heard nine formal applications with staff researching, reviewing and issuing 84 IWWC permits for the months of June, July and 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 Build Order has been placed with AEV for the refurbishment of the Medic 3 service box. Council will be provided additional information on this matter as appropriate.

INFORMATION TECHNOLOGY:

Enfield Public Schools: School is now in session and the necessary work to ensure the full use of the new facility is now finished. This item is complete and will be removed from future PARs.

Current/Recent Projects: The Information Technology Department continues to work on new initiatives. Council will be provided additional information on this matter as appropriate.

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: Fall Registration is underway for many programs. Programming begins the first week in October. Open Swim Hours: Saturday, October 15 12:00-3:00 pm at JFK.

RECREATION:

Town Manager's Office
820 Enfield Street
Enfield, Connecticut 06082

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



TOWN OF ENFIELD

Skate Park: Recreation and Public Works have met and discussed this project. As such, schedule has been readjusted for a 2017 completion date due to both the weather and project scope. A full update will be provided to the Leisure Services Committee when they meet next the week of October 10.

Liaison Committees:

- Enfield Culture and Arts Commission is sponsoring a piano concert by Paul Bisaccia on Sunday, October 23 from 2:00-4:00pm at the Enfield Sr. Center. Tickets are now on sale at the Sr. Center or the Recreation Office.

SOCIAL SERVICES:

Relocation: The move-in date for their new office space is Saturday, October 1. Council will be provided additional information on this matter as appropriate.

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.

CRT Meals at the Adult Day Center: Meals for patrons are now being produced by the ECDC staff. The details of delivering those meals are now being finalized. Council will be provided additional information on this matter as appropriate.

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>.

Crescent Lake/Spruceland Drive: Residents on Spruceland Dr. have expressed concern with the Town's sidewalk replacement program across driveways. This long-standing Town policy of replacing concrete with asphalt has been consistently applied for many years and is being explained to those concerned residents.



TOWN OF ENFIELD

PUBLIC WORKS (Cont'd):

Palomba Drive and Elm St. Milling is completed and the contractor has been replacing/resetting the catch basin tops. Paving of this area is scheduled for the week of October 3.

Northfield St. Staff continues to meet with Eversource to seek resolution on the relocation of their utilities while the Town Attorney is reviewing the situation.

Elm St. Resurfacing. Loop detectors at the intersections are in the process of being installed by ConnDOT contractor.

Park-Taylor Reconstruction. The Town's paving project on Taylor Rd. is complete but driveways and aprons are still being worked on. Hazardville Water's main replacement project is scheduled to commence soon and will involve night work near the intersection of Hazard Ave. The water company is directly contacting impacted residents and businesses. The LEGO road race is scheduled for October 1. We have been working with the police and the contractor on to make sure the road is acceptable for the runners.

Manhole Lid Offset & Adjustment Inquiry. DPW has ordered lids and frames. The infrared contractor work is still being arranged. Preliminary conversations with ConnDOT indicate that there are a number of the manholes on SR 190 between Elm St. and Randolph St. are the property of the Town and ConnDOT will not adjust these manholes. Our current plan is to finish the current manhole project and set-up the collection of SR 190 manhole adjustments as a second project.

Water Pollution Control Updates. Staff is soliciting proposals from on-call firms for a Contract Project Manager. Proposals are due October 5 and will be reviewed with the Council in the near future.

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

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 vendors have been asked to submit renewal proposals by October 7. The Town's regional bid option with CCSWA, a subset of CRCOG, resulted in only one (1) bid, by MIRA. That bid is under review.

Community Paper Shredding and Household Hazardous Waste Collection. The popular events are scheduled for October 15 and October 22, respectively, at DPW, 40 Moody Rd. Ads will be placed in the area newspapers, information is posted on our website, and "A" frame signs will be strategically placed around town. Kudos to Paul Kelly for managing these events so well.



TOWN OF ENFIELD

PUBLIC WORKS (Cont'd):

Still Meadow Water Supply: Staff recently met with Fuss & O'Neill to discuss next steps in the grant application process with DEEP. The consultant will be moving forward with a new grant application using previously appropriated funds.

Fleet Services Operation- Second Shift: Fleet Services has been operating one shift the past few months pursuant to an MOU with Local 1029. The MOU expires October 3 and we will be temporarily re-instituting a modified second until December 9. In addition, we are advertising for temporary mechanics to be able to provide the desired level of 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).

McCarthy, Debra

From: Taylor, Billy
Sent: Thursday, September 29, 2016 2:16 PM
To: Chodkowski, Bryan
Cc: Bilmes, Jonathan; Nunes, Donald; Keller, Mary; Gahr, Mark
Subject: Corrected: Skate Park - Project Schedule
Attachments: Skate park timeline 091916.docx

Bryan:

DPW recently reviewed efforts toward building a new skate park at Green Manor Park with Mary Keller. As a result, we are recommending a change in approach. Previously, a vendor was selected based on responses to a RFP for a firm to design and build the skate park. The selected vendor proposed a contract that placed a lot of the responsibility for elements of the design on the Town. These elements, which included property and topographic survey and geotechnical investigation, would eat up a significant portion of the \$100,000 budget.

Now we recommend abandoning the design/build approach and replacing it with the traditional design-bid-build approach. This will allow us to control the design costs and know how much of the budget is actually going into construction of the park.

Fortunately, we have an engineer on staff, Donald Nunes, who has experience getting skate parks built and have at least two engineering firms on-call that have extensive experience designing them. Donald can write a scope of work for the design phase, solicit proposals, monitor and check the design and get a construction contract bid and constructed before September 2017. In short, he can manage the project for the Town from start to finish with the involvement and assistance of Mary Keller. The proposed project schedule is attached. Demolition of the old skate park will be done in-house to stretch the budget.

DPW and our engineering staff have prioritized the \$60 million ROADS 2015 program. Various unanticipated projects have delayed the sidewalk replacement program and an attempt to hurry up the rehabilitation of the parking lot at Green Manor Park by coordinating contractors on State bids was unsuccessful. Since it is nearly October, the sidewalk and parking lot projects cannot be completed this calendar year but will be completed in 2017. In any case, the parking lot construction should follow the skate park so that construction traffic does not damage a newly repaved parking lot.

Please call if you have any questions.

Bill

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

Skate Park at Green Manor Park

Taylor Road

Task:	Week of:	Status	Assign to:
Prepare design scope	10 Oct 16		DN
Solicit design scope and fee	17 Oct 16		DN
Select consultant	31 Oct 16		DN
Issue purchase req and authorize consultant to proceed	14 Nov 16		DN
Complete design & permitting	13 Mar 17		DN
Advertise construction contract	24 Apr 17		DN
Receive bids	15 May 17		DN
Begin construction	26 June 17		DN
Complete construction	7 Aug 17		DN
Complete punch list	30 Oct 17		DN
Close out project	29 Oct 18		DN

Notes:

1. Buildings and Grounds will demolish and remove old skate park prior to 26 June 2017.
2. Repaving of the parking lot will be scheduled to follow the completion of skate park construction and be completed prior to the start of the 2017/2018 school year.



TOWN OF ENFIELD

September 23, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Request for Transfer of Funds for Public Safety \$180,900

Councilors:

Highlights:

- Acceptance of the 2016-2017 DUI Enforcement Grant.
- 75% reimbursement of funds spent.
- The current DUI Grant is anticipated to be awarded to the Town of Enfield within the next few weeks.
- The police department would like to provide coverage for the Veteran's Day holiday, and potentially Thanksgiving immediately upon approval of the grant by the State of Connecticut.

It is recommended that the resolution be approved not to exceed the total amount listed. Should there be changes made at the State level in excess of this amount, this resolution shall be ineffective and a new resolution required.

Budget Impact:

The grant is reimbursed to the Town at 75%, four times a grant period. The money will replenish the overtime accounts for the cost of the DUI patrol.

Recommendation:

It is recommended that the Town Council approve the transfer and award of the 2016-2017 DUI Enforcement Grant not to exceed the total amount listed.

Respectfully Submitted,

Sgt Matthew J. Meier
Traffic Supervisor/Grant Administrator

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO: Unallocated Charges

FROM: Police Services

Transfer Out
10800092-593014 \$45,225.00

Overtime
10200500-514000 \$ 45,225.00

TO: DUI Enforcement Program

FROM: DUI Enforcement Program

Overtime
25006049-514000 \$ 169,809.82

DUI Enforcement
25040000-460490 \$135,675.00

Medicare
25006049-522100 \$ 2462.24

General Fund Transfer In
25040000-480001 \$ 45,225.00

Workers Comp
25006049-526000 \$ 8184.83

Unemployment
25006049-525000 \$ 407.54

CERTIFICATION: I hereby certify that the above-stated funds are available as of September 20, 2016.

John Wilcox, Director of Finance



APPROVED BY: _____

Town Manager

Date: _____

9/30/16



September 28, 2016

TOWN OF ENFIELD

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: FY 2016 Year End Transfer

Councilors:

Highlights:

- The attached transfers are necessary to close out fiscal year 2016.
- The transfers cover shortfalls in salary and fringe benefit accounts associated with the settlement of union contracts and for raises for non-union employees that are not budgeted.
- In addition, this year several long tenured employees left the town service resulting in large payouts of sick and vacation time.
- There is a charge of \$357,813 to unallocated workers compensation costs. This represents the payment of an amount held in reserve by the insurance carrier (\$220,426), the town's payment toward part of the Board of Education allocation for insurances and a budget shortfall.
- The Dog Fund required an additional transfer of \$5,209 but all other shortfalls were covered by budget surpluses within the fund.

Budget Impact:

With the exception of the Dog Fund, all transfers were covered from surpluses within the existing departmental or fund budgets.

Recommendation:

That the Town Council adopt the attached Resolution.

Respectfully submitted,

John A. Wilcox, CPA
Finance Director

Attachments:

1. Resolution

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

Resolution Approving Transfer of Funds to Close Fiscal Year 2016

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

CERTIFICATION: I hereby certify that the funds stated in Attachment A are available as of September 28, 2016.

Created: John A. Wilcox, Director of Finance
Date: September 28, 2016

Department	Account	Description	From Amount	To Amount	Description	Account	Department
General Fund							
Registrar of Voters							Registrar of Voters
	10150000	533900 Other Professional Services	906	323 Social Security		10150000 522000.00	
				583 Medicare		10150000 522100.00	
Town Clerk							Town Clerk
	10160100	521000 Health/Medical Insurance	1,200	1,200 Salaries		10160100 511000.00	
Human Resources							Human Resources
	10170000	521000 Health/Medical Insurance	5,639	5,639 Salaries		10170000 511000.00	
Treasury							Finance Administration
	10181000	511000 Salaries	17,912	17,912 Salaries		10180100 511000.00	
General Services							General Services
	10184000	521000 Health/Medical Insurance	310	424 Salaries		10184000 511000.00	
	10184000	522000 Social Security	137	3,027 Salaries - Part Time		10184000 512000.00	
	10184000	543200 Equipment Repairs	304				
	10184000	553100 Telephone	925				
	10184000	553500 Postage	230				
	10184000	554000 Advertising	200				
	10184000	555000 Printing & Reproduction	64				
	10184000	561200 Office Supplies	1,281				
Boards and Commissions							Boards and Commissions
<i>Board of Assessment</i>	10190905	589000 Miscellaneous	457	370 Social Security		10190905 522000.00	<i>Board of Assessment</i>
				87 Medicare		10190905 522100.00	
<i>Enfield Revitalization</i>	10190922	589000 Miscellaneous	8	6 Social Security		10190922 522000.00	<i>Enfield Revitalization</i>
				2 Medicare		10190922 522100.00	
<i>Beautification Committee</i>	10190955	589000 Miscellaneous	29	23 Social Security		10190955 522000.00	<i>Beautification Committee</i>
				6 Medicare		10190955 522100.00	
<i>Historic District Commission</i>	10190960	589000 Miscellaneous	45	36 Social Security		10190960 522000.00	<i>Historic District Commission</i>
				9 Medicare		10190960 522100.00	
Police Services							Police Services
	10200500	521000 Health/Medical Insurance	128,159				
	10200500	521200 Hearth & Hyoertension	125,487				
Public Works Administration							Public Works Administration
	10300100	521000 Health/Medical Insurance	6,718	6,553 Salaries		10300100 511000.00	
				165 Stipend		10300100 516000.00	
Building & Grounds							Building & Grounds
	10300340	543100 Building Maint/Repairs	17,000				
	10300340	561400 Maint/Building Supplies	28,000				
Highway Maintenance							Highway Maintenance
	10300370	514000 Overtime	13,221	13,221 Health/Medical		10300370 521000.00	
T'ville Revitalization							T'ville Revitalization
	10606155	514000 Overtime	3,415	4,415 Health Insurance		10606155 521000.00	
	10606155	516000 Stipend	1,000	60 Life Insurance		10606155 521500.00	
	10606155	533900 Other Professional Services	751	33 Social Security		10606155 522000.00	
				658 Medicare		10606155 522100.00	
Economic and Community Development							
	10606600	511000 Salaries	5,209				
Building Inspection							Celebration and Special Events
	10606800	511000 Salaries	3,540	3,540 Miscellaneous Expenditures		10700780 589000.00	
Liability Insurance							Liability Insurance
	10800090	530000 Purchased Prof Technical	11,668				

Department	Account	Description	From Amount	To Amount	Description	Account	Department
Employee Benefits							
				174,833	Employee Separation Pay	10800091	519000.00
				66,000	Health/Medical Insurance	10800091	521000.00
				357,813	Workers Compensation	10800091	526000.00
Unallocated Charges							
	10800092	593070 Transfers to Collective Barg	300,000	5,209	Transfer to Dog Fund	10800092	593050.00
Debt Service							
	10800096	533100 Financial/Audit	49,633	176,301	Interest	10800096	583000.00
	10800096	591000 Redemption of Principal	115,000				
Total General Fund			<u>838,448</u>	<u>838,448</u>			

Social Services

Social Services Administration							
	22040001	553100 Telephone	1,600	65,589	Salaries	22040001	511000.00
	22040001	573300 Furniture and Fixtures	2,384	2,384	Social Security	22040001	522000.00
Social Services Liability Insurance							
	22040090	552200 Property Insurance	5,478				
	22040090	552300 Fleet/Vehicle Insurance	1,785				
Social Services Dial-A-Ride							
	22040412	521000 Health/Medical Insurance	33,857				
	22040412	562600 Gasoline	34,484				
Congregate Living							
	22040413	563000 Food/Food Related	10,649				
Adult Day Care							
	22040431	521000 Health/Medical Insurance	2,305	2,305	Salaries	22040431	511000.00
	22040431	563000 Food/Food Related	10,356				
Enfield Child Development							
	22040432	521000 Health/Medical	33,542	55,269	Salaries	22040432	511000.00
	22040432	553100 Telephone	2,502	10,788	Salaries - Part Time	22040432	512000.00
				720	Salaries - Temp/Seasonal	22040432	513000.00
				9,817	Overtime	22040432	514000.00
Senior Center							
	22040440	521000 Health/Medical Insurance	1,224	1,224	Salaries	22040440	511000.00
	22040440	533900 Other Professional Services	3,823				
	22040440	563000 Food/Food Related	4,107				
Total Social Services Fund			<u>148,096</u>	<u>148,096</u>			

Insurance Reserve Fund

Records Preservation							
	23006064	589000 Miscellaneous Expenditures	7,066	7,066	Technological Services	23006064	533400.00
Total Records Preservation			<u>7,066</u>	<u>7,066</u>			

Insurance Fund

Emergency Medical Services							
	23500022	552800 Deductibles/Small Claims	12,050				
Water Pollution Control							
	23500350	522800 Deductibles/Small Claims	13,442				
Social Services							
	23500400	522800 Deductibles/Small Claims	7,008				

Department	Account	Description	From Amount	To Amount	Description	Account	Department
Board of Education				47,686	Deductibles/Small Claims	23501000 522800.00	Board of Education
General Government	23501001	533900 Other Professional Services	15,186				General Government
Total Insurance Fund			47,686	47,686			Total Insurance Fund

Information Technology Fund							
	24012100	521000 Health/Medical Insurance	5,988	5,778	Salaries	24012100	511000.00
				210	Stipend	24012100	516000.00
Total Information Technology Fund			5,988	5,988			

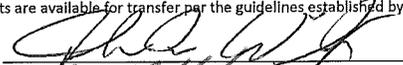
Animal Control							
	25104000	480001 General Fund Transfers In	5,209	11,518	Salaries - Part Time	25120075	511000.00
	25120075	553100 Telephone	200	722	Social Security	25120075	522000.00
	25120075	553500 Postage	752	169	Medicare	25120075	522100.00
	25120075	554000 Advertising	710				
	25120075	561900 Other Supplies/Materials	2,254				
	25120075	589000 Miscellaneous Expenditures	3,284				
Total Animal Control			12,409	12,409			Total Animal Control

EMS							
	25222000	521000 Health Insurance	59,070	13,174	Salaries - Part Time	25222000	512000.00
	25222000	562600 Gasoline	24,983	77,310	Overtime	25222000	514000.00
	25222000	565000 Uniforms	865				
	25222000	573900 Other Equipment	5,566				
Total EMS Fund			90,484	90,484			Total EMS Fund

Recreation							
Recreation - Swimming	26136300	513000 Salaries - Temp/Seasonal	186	150	Social Security	26136300	522000.00
				36	Medicare	26136300	522100.00
			186	186			

I hereby certify that the amounts are available for transfer per the guidelines established by the Town Council.

Finance Director



Town Manager

 9/30/16

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

Resolution Regarding Enfield Teachers' Association Labor Agreement

NOW, THEREFORE, BE IT RESOLVED, that the Town Council of the Town of Enfield hereby ratifies and accepts the Labor Agreement between the Town's Board of Education and the Enfield Teachers' Association for the period from July 1, 2017 to June 30, 2020.

Date Prepared: September 22, 2016
Prepared by: Town Manager's Office

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLUTION REGARDING THE REFERRAL TO THE PLANNING AND ZONING COMMISSION FOR THE PROPOSED ACCEPTANCE OF TAX SALE PROPERTIES

WHEREAS, the Town of Enfield acquired 13 properties from the 2016 Tax Sale; and

WHEREAS, those 13 property addresses were referred to the Development Services Subcommittee to be claimed by the Town of Enfield; and

WHEREAS, of those 13 property addresses, upon vote, the following nine parcels, identified as followed, would be acquired:

Woodward Avenue, parcel ID#020700010035
Parsons Road, parcel ID #031600010135
Enfield Street, parcel ID # 000700020285
John Street, parcel ID# 020400010060
Weymouth Road, parcel ID#002900010150
Mountain View Avenue, parcel ID#020600020040
King Court, parcel ID#032200010076
King Court, parcel ID#032200020073
Taylor Road, parcel#002700010065; and

WHEREAS, pursuant to the requirements of Connecticut General Statute §8-24, acceptance of real property must be referred to the Enfield Planning and Zoning Commission for a report; and

NOW, THEREFORE, BE IT RESOLVED that the Enfield Town Council does hereby refer the proposed acceptance of the afore-mentioned nine parcels to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24.

Date Prepared: September 15, 2016
Prepared by: Town Manager's Office



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski
Town Manager 

DATE: August 25, 2016

RE: September 6, 2016 Special Meeting -
2016 Tax Sale Property Review

As you will recall, the issue of the Town's acquisition of the 13 properties claimed by the Town in the 2016 Tax Sale was referred to the Development Services Committee. The Committee was tasked to review and evaluate each parcel to provide Council with a recommendation on each parcels final disposition. In furtherance of that direction, the Development Service Committee on July 21 and August 18. As the result of those meetings, you will find the following documents attached to this memorandum:

- A 13-page packet highlighting each parcel reviewed which includes the initial bid notes from the Assessor, recommendations for future parcel use from staff, and the Development Service Committee recommendations per parcel.
- An email from me, to the Committee membership, with follow-up information on specific parcels per their request.

Should you have any additional questions or concerns regarding this information, please do not hesitate to contact me.

35 Shaker Road



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
002400010040	N	1.11	\$36,126.74

Situational Summary:

35 SHAKER RD - Parcel ID # 002400010040; Town Clerk vol. 2528 pg. 614. This is a single family structure built in 1930. The home has 3 bedrooms and 1 bath. The parcel is 1.11 acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

It is recommended that all structures be razed from the property and the property consolidated with the Henry Barnard School Property.

Development Service Committee Recommendation:

Recant and place on the next Tax Lien Sale List.

Woodward Avenue



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
020700010035	Y	.32	\$2,041.75

Situational Summary:

Woodward Ave - Parcel ID# 020700010035; Town Clerk vol. 677 pg. 258. This is a vacant parcel consisting .32 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Property to remain vacant in a perpetual state of conservation.

Development Services Committee Recommendation:

All agreed to retain.

Parsons Road



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
031600010135	N	.22	\$1,693.02

Situational Summary:

Parsons Rd - Parcel ID# 031600010135; Town Clerk vol. 1677 pg. 32. This is a vacant parcel consisting .22 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Property to be surveyed and replotted to adjust right-of-way to actual road location. Remaining property to be land banked for future use such as recreation or conservation.

Development Services Committee Recommendation:

2 in favor of retaining, 1 against.

King Court



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
032200010125	N	1.48	\$43,283.87

Situational Summary:

King Ct - Parcel ID# 032200010125; Town Clerk vol. 118 pg. 564. This is a vacant parcel consisting 1.48 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Recommend the property be land banked until development plans of surround acreage are known. Lot also has opportunity to be sold as residential single-family home lot.

Development Services Committee Recommendation:

Looking into whether or not the property is developable.

17 Susan Circle



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
081300020045	Y	.39	\$42,308.54

Situational Summary:

17 Susan Circle - Parcel ID# 081300020045; Town Clerk vol. 565 pg. 1058. This is a vacant parcel consisting .39 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Primary recommendation is to approach neighbors on dividing and gifting the property to adjoining property owners as property to the north has significantly encroached onto this parcel. Secondary recommendation is to leave property in current condition, after addressing the encroachment issue, in a perpetual state of conservation.

Development Services Recommendation:

Investigate whether this property is owned by former real estate developer Sidney Manning and being probated by his estate.

55 Kimberly Drive



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
084000010080	Y	.52	\$43,686.26

Situational Summary:

55 Kimberly Dr. - Parcel ID# 084000010080; Town Clerk vol. 565 pg. 1060. This is a vacant parcel consisting .52 +/- acres. Taxes including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Primary recommendation is to approach neighbors on dividing and gifting the property to adjoining property owners as property to the north has slightly encroached onto this parcel. Secondary recommendation is to leave property in current condition, after addressing the encroachment issue, in a perpetual state of conservation.

Development Services Recommendation:

Investigate whether this property is owned by former real estate developer Sidney Manning and being probated by his estate.

Enfield Street



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
000700020285	Y	2.22	\$13,000.97

Situational Summary:

Enfield St - Parcel ID# 000700020285; Town Clerk vol. 212 pg. 276. This is a vacant parcel consisting 2.22 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Parcel is surrounded by Town property to the north, west, and south with wet soil issues on the western portion of the property. Parcel could be leveraged to expand commercial footprint of property to the east. Recommend this parcel be land banked in a state of temporary conservation.

Development Services Committee Recommendation:

All agreed to retain.

John Street



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
020400010060	Y	.25	\$2,284.11

Situational Summary:

John St - Parcel ID# 020400010060; Town Clerk vol. 1031 pg. 331. This is a vacant parcel consisting .25 +/- acres. Taxes including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st is \$2,135.46 plus additional reasonable costs.

Potential Future Use:

Due to wet soil conditions and existing easements, this parcel will remain undevelopable and should be considered in a state of permanent conservation.

Development Services Committee Recommendation:

All agreed to retain.

Weymouth Road



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
002900010150	N	1.05	\$31,154.97

Situational Summary:

Weymouth Rd - Parcel ID# 002900010150; Town Clerk vol. 518 pg. 819. This is a vacant parcel consisting 1.05 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

This property contains a stream which runs across it diagonally. In the event this stream does not obstruct the building envelope, it is recommended that this parcel should be listed for sale as a residential single-family home lot.

In the event the stream on this parcel does impact the building envelope, it is recommended that the Town hold this parcel in a state of permanent conservation.

Council Liaison Recommendation:

All agree to retain.

Mountain View Avenue



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
020600020040	Y	.64	\$4,443.43

Situational Summary:

Mountain View Ave - Parcel ID# 020600020040; Town Clerk vol. 1226 pg. 26. This is a vacant parcel consisting .64 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

Due to wet soil conditions and existing easements, this parcel will remain undevelopable and should be considered in a state of permanent conservation.

Council Liaison Recommendation:

All agree to retain.

King Court



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
032200010076	N	.61	\$4,296.71

Situational Summary:

King Ct - Parcel ID# 032200010076, Town Clerk vol. 256 pg. 397. This is a vacant parcel consisting .61 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

It is recommended that this parcel be land banked in until development plans of surround acreage are known.

Council Liaison Recommendation:

2 in favor of retaining, 1 against.

King Court



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
032200020073	N	.91	\$5,891.02

Situational Summary:

King Ct - Parcel ID# 032200020073, Town Clerk vol. 265 pg.397. This is a vacant parcel consisting .91 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

It is recommended that this parcel be land banked in until development plans of surround acreage are known.

Council Liaison Recommendation:

2 in favor of retaining, 1 against.

Taylor Road



Parcel #	Recommendation from Conservation Commission	Acreage	Tax Write-Off
002700010065	N	17.9	\$48,708.41

Situational Summary:

Taylor Rd – Parcel ID# 002700010065; Town Clerk vol. 1501 pg. 206. This is vacant parcel consisting 17.9 +/- acres. Taxes Including jeopardy collection on the 2015 grand list, interest and lien fee, reasonable costs incurred for the process as of May 1st.

Potential Future Use:

This parcel has no road frontage and wet soil considerations. It has the opportunity to support expanded use or future development from surrounding properties. It is recommended that this parcel be land banked.

Council Liaison Recommendation:

2 in favor of retaining, 1 against.

Chodkowski, Bryan

From: Chodkowski, Bryan
Sent: Friday, August 19, 2016 1:13 PM
To: Lee, Bill; William Edgar; 'Carol Hall'
Subject: Development Services - Tax Sale Properties Follow-Up

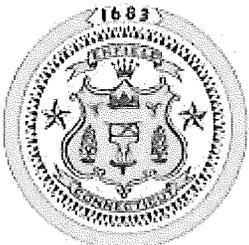
Good Afternoon,

I am following up on some outstanding issues from the last Committee meeting. Specifically, you asked for additional information on three parcels. Those parcels and the information you've requested are listed below:

- King Ct. - This is the 1.48 acre parcel located directly at the end of King Ct. According to Assistant Town Planner Pacaha, the parcel is zoned R-33 and 1,600 square feet too small to be subdivided. Additionally, the entire property is under wetlands designation and therefore subject to further limitations and approvals by IWWA. Our initial recommendation was that this parcel be land banked until development plans for the surround parcel are known.
- 55 Kimberly Dr. & 17 Susan Cr. – At question was whether or not these properties were under the ownership of local real estate developer Sidney F. Manning. With the passing of Sid in 2015, it was believed that outstanding taxes would be paid by the Manning Estate. After several days communicating with the Town of Windsor Locks and the Windsor Locks Probate Court, here is what we know:
 - Sidney F. Manning's estate remains in probate and no estate tax return has been filed as of yet.
 - Sidney with an "I" is the deceased real estate developer. The two properties above are owned by Sydney with a "Y" not Sidney with a "I."
 - A review of Enfield records confirmed that the two parcels in question were correctly recorded as purchase by Sydney with a "Y."
 - Sidney with an "I" had a tax mailing address of 396 Woodlands, Windsor Locks, CT which was confirmed by the Town of Windsor Locks and Windsor Locks Probate Court.
 - Sydney with a "Y" had a tax mailing address of 42 Main St., Windsor Locks, CT. Per the Town of Windsor Locks, 42 Main St. is a commercial condo owned by Simpat C. Parnagain.

To err on the side of caution, in the event the above two parcels can somehow be linked to Sidney with an "I," I would recommend that the Town forfeit its acquisition efforts on this parcel.

Bryan R.H. Chodkowski
Town Manager



820 Enfield Street,

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING PAYMENT TO THE CRESCENT LAKE TAX DISTRICT FOR A PERMANENT EASEMENT ON CRESCENT BEACH DR.

WHEREAS, the Crescent Lake Tax District is the owner of real property on Crescent Beach Dr.; and

WHEREAS, the Town of Enfield has made certain improvements upon said property in the interest of the public health, safety, and well-being; and

WHEREAS, the Town of Enfield seeks to acquire a permanent access and maintenance easement for such improvements upon said property; and

WHEREAS, the Crescent Lake Tax District seeks compensation in exchange for providing the requested easement.

NOW THEREFORE BE IT RESOLVED THAT, the Enfield Town Council hereby agrees to compensate the Crescent Lake Tax District in the amount of \$4,229.25 in exchange for the granting the request permanent access and maintenance easement.

NOW THEREFORE BE IT FURTHER RESOLVED THAT, said compensation shall be provided immediately following the execution of permanent access and maintenance easement.

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**Resolution Setting a Public Hearing Regarding the
Proposed Amendment to the Enfield Town Code, Chapter 14, Article
II, Section 14-32 Fee Schedule**

WHEREAS the Town Council recognizes that crumbling foundations caused by defective concrete are a serious issue facing our region and may impact property owners in our community; and

WHEREAS, the Town Council recognizes the enormous hardship and financial burden that the discovery and remedy of a defective foundation may have upon our residents; and

WHEREAS, the Town Council wishes to amend Section 14-32 Fee Schedule to include an exemption for local building permit fees pursuant to PA 16-45 related to the repair or replacement of a defective foundation; and

WHEREAS, the Town Council wishes to seek input on a proposed amendment to Section 14-32 Fee Schedule, appended hereto as "Attachment A";

NOW, THEREFORE BE IT RESOLVED, the Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, October 17, 2016 at 6:45 p.m. to allow residents an opportunity to express their opinions regarding the proposed revisions to Enfield Town Code, Chapter 14, Article II, Section 14-32 Fee Schedule, appended hereto as "Attachment A."

Date Prepared: September 27, 2016
Prepared by: Town Manager's Office

ARTICLE II. - BUILDING CODE

Section 14-32 Fee schedule.

Fees for permits issued by the division of building inspection shall be:

FEE SCHEDULE		
(a)	New construction and alterations per \$1,000.00 or fraction thereof	\$16.50
(b)	Demolition per \$1,000.00 or fraction thereof	16.50
(c)	Moving a building per \$1,000.00 or fraction thereof	16.50
(d)	Mechanical permits per \$1,000.00 or fraction thereof	16.50
(e)	Minimum fee for any permit	30.00
(f)	Residential sewer construction	50.00
(g)	Commercial sewer construction	200.00
(h)	Removing a stop work order	100.00
(i)	Except for emergencies, fees shall be doubled for work started before permit issuance.	
(j)	When a permit is issued, any fees paid are non-refundable	
(k)	Permits for work on a structure owned by the Town of Enfield or any fire district incorporated within the Town of Enfield are exempt from the fees in this schedule.	
(l)	The value of the work being done includes labor and materials at fair market rates. The value of new construction shall be determined by using approved, established construction costing data such as the International Code Council Building Valuation Data or the Marshall & Swift Residential Cost Handbook.	
(m)	During the time that a residential building owner is receiving a tax reassessment in accordance with PA-16-45 where the foundation of such residential building was made with defective concrete, said owner may provide a copy of such reassessment to the building official and be exempt from the fees in this schedule for the defective foundation repairs or replacement.	

ENFIELD TOWN COUNCIL

RESOLUTION NO.

**RESOLUTION TO APPROVE SETTLEMENT OF THE LITIGATION CAPTIONED
AVALOS V. THE TOWN OF ENFIELD, ET AL
DOCKET NUMBER 3:15cv00902 (VAB)**

BE IT RESOLVED, that the Enfield Town Council hereby provides its consent to the Town's insurer, CIRMA, to settle the matter of Avalos v. Enfield, et al., No. 3:15cv00902 (VAB), pursuant to the discussion with the Town's legal counsel in executive session on October 3, 2016.

Prepared by: Town Attorney's Office

Date Prepared: September 23, 2016

ENFIELD TOWN COUNCIL

RESOLUTION NO.

**RESOLUTION TO APPROVE SETTLEMENT OF THE LITIGATION CAPTIONED
RONNIE SALAS AND FRANK SALAS V. THE TOWN OF ENFIELD, ET AL
DOCKET NUMBER 3:14cv01883 (WWE)**

BE IT RESOLVED, that the Enfield Town Council hereby provides its consent to the Town's insurer, CIRMA, to settle the matter of Ronnie Salas and Frank Salas v. Enfield, et al., No. 3:14cv01883 (WWE), pursuant to the discussion with the Town's legal counsel in executive session on October 3, 2016.

Prepared by: Town Attorney's Office

Date Prepared: September 23, 2016

McCarthy, Debra

From: noreply@civicplus.com
Sent: Wednesday, September 21, 2016 8:02 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	9/21/2016
First and Last Name	Theresa Meyer
Address	18 Thomas St
City	Enfield
State	Connecticut
Zip	06082
Phone Number	6317416308
Second Phone:	6317416308
Email	tmeyer@tmeyerassociatesllc.com
Occupation	Business Owner / Accountant
Occupation Phone Number	6317416308
Party Affiliation	Republican
Registered Voter	Yes
Name of the Board You Wish to Apply For:	JFK Pre-Referendum Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I do have a remedial knowledge in construction. I also have clients who own construction companies. As a business owner and accountant I am uniquely qualified in assessment of budgeting, prioritizing and decisive decision making that is effective, efficient and economical.

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: Currently serving as the NEW Treasurer of ECDC.

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

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

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

McCarthy, Debra

From: noreply@civicplus.com
Sent: Saturday, September 24, 2016 1:38 PM
To: McCarthy, Debra
Subject: Online Form Submittal: Application for Vacancy on Boards, Agencies & Commissions

Application for Vacancy on Boards, Agencies & Commissions

Date	9/24/2016
First and Last Name	Richard R. Galvez
Address	21 Joan Dr
City	Enfield
State	Connecticut
Zip	06082
Phone Number	860-698-9906
Second Phone:	860-490-6623
Email	rgalvez@cox.net
Occupation	Correctional Lieutenant
Occupation Phone Number	860-763-6540
Party Affiliation	Independent
Registered Voter	Yes
Name of the Board You Wish to Apply For:	JFK Pre-Referendum Committee
Appointment	New Appointment
Please outline your qualifications and how you feel you would contribute to the committee or commission:	I have lived in Enfield over 10 years and feel that I can suggest ideas that Enfield might need. I also am multicultural and can give insight into the needs of not only the majority of the community but also the Latin community.

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

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

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

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

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

McCarthy, Debra

From: Chodkowski, Bryan
Sent: Monday, September 19, 2016 10:24 PM
To: McCarthy, Debra
Subject: Fw: April Mattoon resignation jfk prf

FYI

From: April Mattoon <aamattoon@yahoo.com>
Sent: Monday, September 19, 2016 5:13 PM
To: Matthews, Maya; Sargalski, Steve; Arnone, Tom; Chodkowski, Bryan; ellis3059@att.net; Gahr, Mark; Kaupin, Scott; Keller, Mary; LeBlanc, Tina; mrj0428@gmail.com; Nuccio, Carmen; Peabody, Raymond; christopher.rutledge77; Trish Neild
Subject: Re: April Mattoon resignation jfk prf

Good evening

I am writing to give you all my resignation as both chairperson and member of the JFK Pre referendum committee. In the next few months my family will be having a new addition. Because of this I am having trouble finding time to dedicate to this committee. As time goes on I feel it will only get worse as I am due right around the time we will be meeting frequently. I believe that the committee needs a member who can spend a significant amount of time to get this right. I am not that person right now.

I wish you all the best of luck and know that you will make decisions in the best interest of our children and our town. Thank you for letting me be apart of something so important. Even if it was for a short period of time.

Best wishes,

April Mattoon