



**AGENDA
ENFIELD TOWN COUNCIL
REGULAR MEETING**

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

1. **PRAYER – Donna Szewczak**
2. **PLEDGE OF ALLEGIANCE.**
3. **ROLL CALL.**
4. **FIRE EVACUATION ANNOUNCEMENT.**
5. **MINUTES OF PRECEDING MEETINGS.**
6. **SPECIAL GUESTS.**
 - **Enfield High School DECA
North Central Health District**
7. **PUBLIC COMMUNICATIONS AND PETITIONS.**
8. **COUNCILOR COMMUNICATIONS AND PETITIONS.**
9. **TOWN MANAGER REPORT AND COMMUNICATIONS.**
 - **Project and Activities Report**
10. **TOWN ATTORNEY REPORT AND COMMUNICATIONS.**
11. **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL.**
 - **Enfield High School Renovation Building Committee**
 - **JFK Pre-Referendum Committee**
12. **OLD BUSINESS.**
 - A. **Appointment(s) - Town Council Appointed.**
 1. **Area 25 Cable Television Advisory Committee -** The Term of Office of William St. George (I) Expired 06/30/2012. Reappointment or Replacement Would be Until 06/30/18. (Tabled 04/15/2013)
 2. **Area 25 Cable Television Advisory Committee-** A Vacancy Exists Due to the Resignation of Stephen Moriarty (U) Expired 6/30/2014. Replacement Would be Until 6/30/2018. (Tabled 09/15/2014)

3. **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)
4. **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)
5. **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)
6. **Clean Energy Committee –** A Vacancy Exists Due to Resignation of Ann Marie Dooley. Replacement Would be Until 03/17/2009. (Tabled 07/05/2016)
7. **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)
8. **Connecticut River Assembly –** The Term of Office of William Garner, Regular (D) Expired on 01/12/2013. Reappointment or Replacement Would be Until 01/12/2019. (Tabled 02/04/2012)
9. **Connecticut River Assembly (Alternate) -** The Term of Office of Leonard Delorge Expires 01/12/2016. Replacement Would be Until 01/12/2018.(Tabled 01/19/2016)
10. **Connecticut Water Company Advisory Council Enfield Representatives-** A Vacancy Exist Due to a Resignation (R). Replacement Would be Until 01/01/2018. (Tabled 04/16/2012)
11. **Enfield Beautification Committee –** A Vacancy Exists for Rachel Burnes (U), by Resolution No 3672, Replacement Would be Until 12/01/2016.(Tabled 06/20/2016)
12. **Enfield Beautification Committee –** A Vacancy Exists for Todd Barsalou (R), by Resolution No 3672, Replacement Would be Until 12/01/2016. (Tabled 06/20/16)
13. **Enfield High School Renovation Building Committee –** A Vacancy Exists Due to the Resignation of Walter Kruzel (R), Replacement Would be Indefinite. (Tabled 12/07/2015)
14. **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)
15. **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)
16. **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)

17. **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)
18. **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)
19. **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)
20. **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)
21. **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. (Tabled 10/03/2016)
22. **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)
23. **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)
24. **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 11/01/2021. (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 11/01/2021. (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:** Commemorative Partner Program. (Tabled 12/21/2015)
 - G. **Discussion/Resolution:** Request for Transfer of Funds or the Purposes of Performing a Splash Pad Assessment Study \$15,000. (Tabled 08/01/2016)
 - H. **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)
 - I. **Discussion/Resolution:** Resolution Regarding the Non-Union Plan.(Tabled 09/06/2016)
 - J. **Discussion/Resolution:** Resolution to Approve Pay Range for the Director of Development Services (Tabled 09/06/2016).
 - K. **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 Council Appointed.**
 - 1. **River Valley CT Central Regional Tourism District** –The Term of Office of William Hosley (R), Expired 06/30/2016. Reappointment or Replacement would be Until 06/30/2018.
 - D. **Appointment(s) – Town Manager Appointed/Council Approved.**
 - 1. **Building Code Appeals Board** – The Term of Office of William Marr (D), Professional Engineer, Expired 11/01/2016. Reappointment of Replacement Would be Until 11/01/2021.

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

14. ITEMS FOR DISCUSSION.

A. **Consent Agenda – Review.

1. Discussion/Resolution: Resolution to Transfer Funds for Department of Social Services Long Term Services Grant \$9,750.

2. Discussion/Resolution: Resolution to Transfer Funds for Family Resource Center \$9,448.

B. Appointment(s) – Town Council Appointed.

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

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

E. *Discussion/Resolution:** Resolution Authorizing the Town Manager to Enter Into Agreement with Asnuntuck Community College.

F. *Discussion/Resolution:** Resolution Setting a Public Hearing for the Conveyance of Land.

G. *Discussion/Resolution:** 8-24 Referral for Post Office Road and Oliver Road.

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



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski,
Town Manager 

DATE: November 18, 2016

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

CC: Town Department Directors &
Direct Reports

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

TOWN MANAGER'S OFFICE:

General Comments: Here are a few updates for Council on items of interest:

- **T-Mobile Collocation** - On Tuesday, November 15 I met with representatives of T-Mobile on their request to collocate on our Public Safety Tower at 293 Elm St. Tentative financial terms have been reached. Comments from the Town Attorney were also provided at this meeting and T-Mobiles legal team is reviewing those comments.
- **Acting Town Manager** - As a reminder, I will be traveling to Dayton over the Thanksgiving holiday. From Tuesday, November 22 through Tuesday, November 29 Director of Human Resources Steve Bielenda will serve as Acting Town Manager. I will remain available via my mobile phones and email.

Hazardville Institute Renovation Grant: A final draft of the agreement was provided to the Conservancy on November 2, 2016 for their approval. Once the Conservancy has confirmed they are satisfied with the agreement and provide the Town with the necessary supporting documents, the agreement will be presented to Council for final approval.

JFK Pre-Referendum Committee: The Committee is now actively engaged with Silver Petrucelli. A tour of JFK Middles School has been planned for their next meeting on November 21 beginning at 6:30 PM.

Development Services Committee: The Committee has been requested to convene to address several issues.

TOWN MANAGER'S OFFICE (Cont'd):

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

Joint Facilities Committee: During the Committee's November 10 meeting, it was the consensus of the membership to focus first on those buildings determined to have roofs and exterior envelopes in critical condition. Based on this decision, the Committee is reevaluating its data and working to schedule facility tours. The group is scheduled to meet again on Thursday, December 8.

E-TV

Emergency Crawl System: The systems has been repaired and the Town is now waiting on the engineer to return and reconnect the device to the broadcast stream.

Frontier Cable Video Loss: Engineers from Frontier have determined that the intermittent loss of signal is because our digital encoder is malfunctioning. They have recommended a device that they use to replace our malfunctioning encoder. The company has been contacted and we are setting them up as a vendor so we can buy the unit directly from the manufacturer saving us approximately \$500.

FINANCE:

FY 2015/2016 Year-End Audit: The auditors have completed their fieldwork. We are providing the last remaining documentation and answering any remaining questions. Unless an extension is requested, the annual financial report must be submitted to the state by December 31.

Tax Assessment: The property review process has been completed for most of the real estate properties. The Assessor/Collector is in the process of reviewing the information, correcting any errors, and evaluating the results. Real estate notices of assessment change will be mailed on November 28. We should have preliminary results in the next update. The motor vehicle supplement file from the state's new DMV system was found to contain numerous errors. The issues are being reviewed by DMV and we should have a new file soon.

WPC Billing Delinquencies: As you will recall, the Town is in the process of liening those property owners who have yet to pay for WPC services since they were removed from the tax role. For a variety of reasons, we have postponed the date that these liens will be placed until the end of December.

FY 2016/2017 Budget: The budget season is rapidly approaching and we are developing a budget process schedule. Once the schedule is established, the Council be updated as appropriate.

LIBRARY:

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TOWN OF ENFIELD

Library Programing: The Library constantly strives to provide changing programs to meet the needs of both adult and youth audiences. Examples of our recent programing are as follows:

Children's Programming: In the Children's Department the After School Program is up and running and we have some great programs scheduled during the school break surrounding Thanksgiving.

Adult Programming: Upcoming Adult Programming includes our ongoing film series, an author talk and three local history programs.

Head of Reference Services Position: Samantha Lee was hired as the new Head of Reference Services. She was previously the Head of Teen Services at the West Haven Public Library. This item will be removed from future PARs.

Website: We are in the process of designing a new website that will make our resources more accessible, including unique local history collections, as well as providing a better platform to promote our programs.

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. The Town is waiting for the Union attorney to inform the Chief Negotiator officially in writing.

Professional & Technical Union and Supervisory Union Negotiations: Negotiations continue with the next meeting between the Town and the Unit scheduled for November 17. Council will be updated as appropriate as negotiations continue.

Police Pension Negotiation: Council was provided an update on the matter in Special Meeting in October. Attorneys for both parties are working on scheduling dates for the next round of negotiations to discuss the feedback received from Town Council.

Public Works Positions Recruitment: HR has offered the position (and he accepted) to Gregg Gabinelle. His employment with the Town of Enfield commenced November 8th, 2016. Gregg brings over 20 years of experience in environment, health and safety programs. This informational item will be removed from future PARs.

Director of Development Services Recruitment: Human Resources interviewed two finalists for this position. The interview process consisted of an oral panel interview and a presentation to the appropriate boards committees and commissions within the Town of Enfield. On November 14, 2016, the Human Resources Director forwarded an eligibility list to the Town Manager for his perusal whereby the Town Manager will be making a final decision.



TOWN OF ENFIELD

TOWN CLERK:

Records Management: Records disposal continues for Social Services. An additional 46 boxes of inactive client files and 2 non-record boxes have been delivered to Infoshred for disposal. Additionally to make room for the 2016 election records that will have to be retained, 27 boxes of used ballots from 2014 and 2015 elections were destroyed. We continue to evaluate the Library's request to review the former Director's files.

The Officials Directory: The data has been transferred to ClerkBase and is being merged into their system. We are beginning our review and hope to be using the new system by December.

November 2016 Election: The 2016 election is over. This office issued 1,312 absentee ballots and 1,219 ballots were returned. Emailing ballots is a newer option and we had requests for 48 ballots to be emailed. As was expected, voter turnout was very high. At the end of the day, there were 23,818 voters on the active list and 19,155 voters cast their ballot. The local question for energy saving improvements was approved. The final tally was 9003 – Yes - 7356 - No

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.

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.

Narcotics Enforcement: Heroin and opiate use continue to be a priority in our department. The most current stats from the Office of the Chief Medical Examiner show 3 deaths related to heroin or fentanyl in 2014, 12 deaths related to heroin or fentanyl in 2015, and 6 deaths to date in 2016. Our narcotic task force continues to work on sale of heroin cases. Council will be updated as appropriate in the future on this subject.

Community Outreach: The Enfield Police Department will be participate in two notable outreach events in the near future:

- The Enfield P.D. has been selected to host the "Shop with a Cop" on Thursday, December 8. The program unites at-risk kids with officers for an evening in an unconventional/non-confrontational setting. The plan is to bring 50 – 70 kids together with 50 – 70 cops at Asnuntuck Community College to share a meal, enjoy some entertainment and meet with Santa. Afterwards, the police proceed in a procession to the Target store where they are re-united with their child partner to help the child shop for gifts for the child's family. As of today 14 of our officers have volunteered for this program.



TOWN OF ENFIELD

POLICE (Con't):

Community Outreach (Cont'):

- We will be once again leading the procession for Wreaths Across America. Several of our officers will be donating their time to participate in this event on Wednesday, December 14.

Lethality Assessment Program (LAP): LAP began in Connecticut on September 15, 2012. LAP is a nationally recognized risk assessment program to better serve domestic violence victims in the greatest danger. Our Department will be joining this program. We hope to be on board by the end of the year.

ECONOMIC DEVELOPMENT:

25 Bacon Rd: The Town and WE 25 have come to tentative terms on a potential Tax Assessment Agreement and a draft agreement is being compiled. Once completed, the draft agreement will be reviewed with Town Council.

General Economic Development Activities: The Economic Development Commission is working on the development of Tax Increment Financing Districts. They recently discussed several proposed TIF districts and will continue to explore the matter in the coming months.

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.

River Access Project: Town and State officials met in August 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 draft scope of work has been completed by the BL Companies and submitted to state DOT for review and will be presented to the Federal Highway Administration in the near future. Once approved, funds for the project can be obligated.



TOWN OF ENFIELD

COMMUNITY DEVELOPMENT (Cont'd):

98 Prospect Street: 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: A workshop was held in the Town Council Chambers on October 19 attended by various board and commission members. The event was very well attended and resulted in a clearer vision for the future station area. Next steps will include similar workshops with resident and business owners. The State will be collecting data from each station area and using the information to develop a corridor TOD Action Plan. Council will be updated on this item as appropriate.

North Central Chamber: The Town continues to coordinate efforts with the Chamber of Commerce. The Chamber hosted a Business Economic Symposium on October 27th at which the Enfield Town Manager delivered a timely presentation regarding the economic state of Connecticut and Enfield. The message was well received and the event drew close to 100 people.

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.

Enfield Revitalization Strategy Committee: This month the ERSC will hold its meeting at the North Thompsonville Fire Station as the group embarks on a community wide tour to drum-up interest in revitalization and reach out to residents who may not be familiar with revitalization efforts. Flyers are being distributed to area businesses and residents and we are hoping for a good turnout.



TOWN OF ENFIELD

BUILDING SERVICES:

25 Bacon Road: A demolition permit was issued for lowering the high-bay building from ~80 feet to ~40 feet and removing the old racking and storage systems. The alteration permit is pending P&Z approval.

Mayfield Apartments: Two more Mayfield apartment building received Certificates of Occupancy.

Brookside Plaza: The McDonalds Restaurant at this location is under renovation. Revised plans were submitted on 16 November 2016.

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.

General Information: In October 2016 the division issued 280 permits for over \$8 million in construction value that generated fees of \$133,959. Staff made electronic copies of plans and documents for the design professional doing the JFK School alterations.

St. Adalbert School: Architectural plans and a building permit application were submitted on 15 November for the apartment conversion.

PLANNING & ZONING:

General Information: In addition to serving 320 customers in the month of October, the division also supported the following PZC approvals:

- 80 Shaker Rd additions to building-Camerota Truck
- 6 Niblick Rd addition for Northeast sheet metal
- 243 Shaker Rd addition for Yankee Castings
- 1617 King Street CREC modifications

Pre-Application Assistance: Staff is working to support the following projects in advance of their formal site-plan review submittals:

- 25 Bacon Road---Phase III preliminary subdivision and 800,000 square foot building

Commission Activities: PZC heard 17 formal applications in the month of October. Staff reviewed, researched and approved 120 PZC permits for the months of September and October. IWWC heard 10 formal applications in October with staff researching, reviewing and issuing 47 IWWC permits for the months of September & October. This Historical Commission also entertained one application in the month of October.



TOWN OF ENFIELD

PLANNING & ZONING (Cont'd):

Enforcement Activities: The division reports the following activities:

- Enforcement Zoning and Wetland
 - Open September 1 14
 - New September 1-October 31 45
 - Resolved 39
 - Open Nov 1 20

- Code Enforcement
 - Open October 1 46
 - New October 40
 - Resolved 51
 - Open Nov 1 35

Planning Division Secretary: Current secretary Barb Galovich has resigned to accept a position with the Town of Ellington. We wish Barb all the best in her new position. With regard to the vacancy created by this resignation, this position will remain unfilled for the remainder of the current fiscal year. The position will be reviewed and evaluated as part of the 2016-2016 Fiscal Year Budget process.

EMS:

Medic 3 Refurbishment: American Emergency Vehicles (AEV) has picked up and taken Medic 3 to the factory in North Carolina. The time frame for completion of the remount is anticipated to be the latter part of January 2017.

Community Relations: Captain Maloney carries on with the monthly Citizen CPR Training. These classes continue to be filled to capacity each month; in fact an additional instructor was needed for the October class due to the increased enrollment.

INFORMATION TECHNOLOGY:

Current/Recent Projects: The Information Technology Department continues to work on a variety of projects. Two of the more notable projects are as follows:

Official's Directory - IT and the Town Clerk's Office are working with a new vendor to create a new Official's Directory. It will soon have a new look and will be accessible from the Town's web site.



TOWN OF ENFIELD

INFORMATION TECHNOLOGY (Cont'd):

Current/Recent Projects (Cont'd):

Yammer for Communication - The IT Department is investigating Yammer to enhance communications within our Department. This app is included as part of our Office 365 software package. We will be sharing scheduled maintenance notices, new ideas, projects, etc in order to keep everyone in our department informed. After testing, we hope to engage other departments in this information sharing endeavor.

RECREATION:

Prudence Crandall Playscape: Installation was completed at the end of October. The playscape is now in use. This project is complete and will be removed from future PARs.

Recreational Programing: Winter programming including December vacation information is posted online. Open Swim hours: Saturday, November 19 and December 17 from 12:00-3:00pm at JFK. Dolphins Swim Team meet: Saturday, November 19. Holiday Lighting Contest (co-sponsored by Panera Bread) deadline: Friday, December 2, 2016. Hoop Shoot Free Throw Contest (co-sponsored by the Elks Club): Saturday, December 3. Youth Craft Class: Saturday, December 3 from 9:30-10:30am. The Enfield Youth Basketball league begins the week of December 5.

Skate Park: Recreation is working with Public Works on this project.

Liaison Committees:

- Enfield Culture and Arts Commission is sponsoring the annual Carol Sing in conjunction with the Fire Department's annual Torchlight Parade: Sunday, December 4. The parade kicks off from Enfield Street School at 6:00pm. The Carol Sing and the tree lighting follows on the Town Green at 7:00pm.

SOCIAL SERVICES:

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: Since October, the cooks at the Child Development Center have been preparing the 25 lunches needed daily for the Adult Day Center. The menus are reviewed by a nutritionist and certified as meeting the CACFP Adult Food Program Standards so federal reimbursement is available to offset the cost. This information item will be removed from future PARs.



TOWN OF ENFIELD

SOCIAL SERVICES (Cont'd):

Fundraiser to Benefit CCMC: DSS will host a "Be A Hero" fundraiser on November 19 from 9AM - 3PM at Enfield Street School. The event is being held to coincide with the 2Moms-On-A-Mission Tag and Vendor Sale to benefit the ESS PTO. This effort is part of a national campaign to support the Children's Miracle Network Hospitals. All proceeds will benefit CT Children's Medical Center.

2016 Volunteer of the Year Award: The 2016 Volunteer of the Year Award Ceremony was held at Town Hall on Friday, November 4 at 9:00 AM to honor Ed & Mary DePolt. This informational item will be removed from future PARs.

Assistant Director Position: The Director is currently working with the Director of Human Resources and the Town Manager to hone the existing Deputy Director job description with the goal of having the position filled in the Spring.

Social Work Services at the Senior Center: At the Senior Center Director's request, Friday morning Social Work services have been reframed into an "Ask the Social Worker" session as less than 10% of the available appointments were booked. A new Bereavement Support Group was added in November and is being facilitated by the Social Worker. This informational item will be removed from future PARs.

Mental Health First Aid Training: Youth Services Director Jean Haughey has recently been certified as a Mental Health First Aid Trainer. She will be offering the training to school personnel, community partners, residents and Town staff as part of on-going Youth Services prevention activities. This informational item will be removed from future PARs.

Youth Services-EPS Partnership: Youth Services and Enfield Public School staff will present at the opening plenary session at OPMs Annual Attendance Consortium to highlight the many collaborative partnerships that support positive youth development. More than 75 communities will be in attendance. This informational item will be removed from future PARs.

Transit Advertising: In an effort to generate more revenue, Transit Services has re-announced the opportunity to purchase advertising space on Magic Carpet & Dial-A-Ride buses. We are currently negotiating an advertising purchase with Civics First for advertising on 2 Magic Carpet buses for the remainder of this fiscal year which we estimate will generate \$8,000.

Adult Day Center Services: The average daily census at the Adult Day Center is 20 patients with a roster of 38. We currently have 5 East Windsor residents who have been approved for services but are wait-listed because they have no transportation services. We are in conversation with the East Windsor Social Services, the North Central Area Agency on Aging and the State Department of Aging in an attempt to negotiate transportation services for these individuals. Social Work services at the Adult Day Center continue at an average of 6 hrs/wk.



TOWN OF ENFIELD

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>.

Green Manor South (excluding Northfield St.): Final paving is scheduled before Thanksgiving. Work continues on sidewalks and driveway aprons.

Freshwater Boulevard: Work is substantially complete.

Crescent Lake/Spruceland Drive: Work is substantially complete.

Palomba Drive and Elm St: Work is substantially complete.

Northfield St: We are working with Eversource to relocate their lines and updated information will be shared with Council as appropriate. Staff will continue to meet with Eversource to seek resolution while the Town Attorney is reviewing the situation.

Elm St. Resurfacing: The State's project is substantially complete.

Park-Taylor Reconstruction: Work on Taylor Road is substantially complete. The contractor is scheduled to complete the paving of Park Street in a few days and is working on side slopes and driveway aprons.

Manhole Lid Offset & Adjustment Inquiry: Replacing of manhole frames is complete. Infrared pavement repairs are complete. Replacement of worn out manhole covers is nearly complete with only about three remaining.

Water Pollution Control Updates: Fuss & O'Neill has been contracted to serve as owner's project manager on the treatment plant upgrades and began work earlier this month. The 30% Design Basis Report was completed and reviewed. The 30% Value Engineering is scheduled for three days beginning November 30. Woodard & Curran, value engineering sub-consultant Ed Rushbrook, Fuss & O'Neill and WPCA staff will all participate.

100 High St Painting: The project is complete except for repair of an asphalt sidewalk damaged by the contractor. Money was withheld from the final payment to ensure the sidewalk is repaired.

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.



TOWN OF ENFIELD

PUBLIC WORKS (Cont'd):

Community Paper Shredding and Household Hazardous Waste Collection: These events were held on October 15 and 22, respectively. 199 residents were served during the paper shredding event. 214 took advantage of the household hazardous waste collection.

Still Meadow Water Supply: Consultant Fuss & O'Neill was authorized to proceed to complete a DEEP grant application to cover costs for the next phase of the requirements of the consent order issued in July 2008. The application will be ready for Council approval in early 2017.

Fleet Services Operation- Second Shift: A modified second shift is in effect until December 9. A temporary mechanic has been hired and will start work before the end of the month.

Leaf Collection Program: The annual leaf collection program began on October 31. Information on the schedule, including additional hours at the transfer station, are posted on the web site.

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



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski
Town Manager 

DATE: November 16, 2016

RE: Resolution to Authorize Non-Union Merit Wage Increases
Under Certain Terms and Conditions

Attached to this memorandum, you will find a resolution authorizing an aggregate amount of funds to provide non-union merit wage increases for full-time and regular part-time employees of the Town. This legislation contains the aggregate value of the wage increases for non-union full-time employees and regular part-time employees.

As was reported to Council, all non-union full-time and regular part-time employees of the Town were provided a performance appraisal sometime between October 17 and November 10. The appraisal period was July 1, 2015 through June 30, 2016. Employee performance which met expectations was provided a 1.5% merit increase. Any employee's performance that exceeded expectations could be merit an increase as high as 2%; if documentation or specific examples of such performance was provided.

The initially submitted COLA wage increase would have resulted in a net increase to full-time wages in an amount of \$52,608.88. The net increase to full-time wages utilizing the merit system as currently proposed is \$48,968.57. Prior to this year, there is no known aggregate calculation for regular part-time wage increases.

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

Att. (1): *Resolution to Authorize Merit Wage Increases Under Certain Terms and Conditions*

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**RESOLUTION TO AUTHORIZE NON-UNION MERIT WAGE INCREASES
UNDER CERTAIN TERMS AND CONDITIONS**

WHEREAS, the Charter, Chapter V, Section 14 empowers the Town Council to determine the salary of all directors and other employees; and

WHEREAS, during an executive session held on October 17, the Town Council and the Town Manager discussed the utilization of a merit-based system for providing wage and salary increases for all non-union full-time and regular part-time employees of the Town not represented by collective bargaining agreements; and

WHEREAS, the Town Manager established a policy and procedure for the purpose of conducting employee evaluations and awarding non-union merit increases which was provided to the Town Council and all department and division heads of the Town on or about October 20, 2016;

NOW THEREFORE BE IT RESOLVED in accordance with the wishes of the Town Council and in adherence to the policy and procedure established by the Town Manager that:

Section 1: The aggregate sum of \$56,827.22 in merit wage increases is authorized for all qualified non-union full-time employees of the Town in accordance with FY15/16 performance evaluations approved by the Town Manager.

Section 2: The aggregate sum of \$18,505.64 in merit wage increases is authorized for all qualified non-union regular part-time employees of the Town in accordance with FY15/16 performance evaluations as approved by the Town Manager.

Section 3: The application of the increases referenced herein shall be applied retroactively to the date of July 1, 2016.

Date Prepared: November 16, 2016
Town Manager's Office



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski
Town Manager 

DATE: November 16, 2016

RE: Resolution to Approve the Salary of the
Director of Development Services

Attached to this memorandum, you will find a resolution setting the annual base salary for the position of Director of Development Services. Similar legislation previously presented to Council requested a salary range. The reasons for providing a specific salary at this time are as follows:

- 1) The Town has conducted interviews for the position and identified qualified candidates.
- 2) The combination of each candidate's knowledge, skills, and abilities is now known.
- 3) The Director of Human Resources has identified comparable positions within the State with an average annual salary of \$116,766.57.

Additionally, recent personnel changes in the Planning Division were noted in the November 18, 2016 PAR. When factoring this change and the salary amount requested in the attached Resolution, the Department of Development Services will net a \$12,000 *decrease* in salary and wages. Further employment expense reductions are anticipated with regard to health and hospitalization.

In consideration of this information, as well as the necessity to fill this key leadership role, it is requested that Town Council adopted the attached resolution.

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

Att. (1): *Resolution to Approve the Salary of the Director of Development Services*

**ENFIELD TOWN COUNCIL
RESOLUTION NO. _____**

**RESOLUTION TO APPROVE THE SALARY OF THE
DIRECTOR OF DEVELOPMENT SERVICES**

WHEREAS, the Director of Development Services position was adopted by the Town Council; and

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

WHEREAS, it is the recommendation of the Director of Human Resources that a more appropriate beginning salary for the position of Director of Development Services be one hundred twelve thousand, five hundred (\$112,500.00) dollars;

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

Date Prepared: November 17, 2016
Prepared By: Town Manager's Office



TOWN OF ENFIELD

November 10, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to Transfer Funds for DSS Long Term Support Services (LTSS) Grant from the Connecticut Department of Social Services (CT DSS) \$9,750

Councilors:

Highlights:

- The Department of Social Services applied for and was awarded an LTSS Grant of \$9,750 from the Connecticut Department of Social Services (CT DSS).
- The Town Council has authorized the Town Manager to enter into the LTSS Agreement with CT DSS.
- The Grant period is November 1, 2016 – October 31, 2017.
- The goal of the LTSS Grant is to provide simpler and easier access points for seniors and disabled residents to get the services they need to maintain a high quality of life while at home and to reduce Medicaid costs.
- The new grant funding will be used to contract with the Connecticut Center for Applied Technology for the development of a web-application and Chris Casey Concepts for media and communications support.
- DSS would like to carry-over any unspent funds into next fiscal year.

Budget Impact:

There is no budget impact.

Recommendation:

That the Council to adopt the attached Resolution.

Respectfully Submitted,

Dawn Homer-Bouthiette
Director of Social Services

Attachment:

1. Transfer

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO: Social Services Administration

 22040001-533900 Other Professional Services \$9,750

FROM: Social Services Administration

 22044001-413699 Miscellaneous State Revenue \$9,750

CERTIFICATION: I hereby certify that the above-stated funds are available as of November 10, 2016.



John Wilcox, Director of Finance

Date: 11/16/16

APPROVED BY:  _____ **Town Manager**

Date: 11/16/16



TOWN OF ENFIELD

November 10, 2016

Honorable Members
Enfield Town Council
Enfield, Connecticut

Subject: Resolution to transfer funds for the Family Resource Center \$9,448

Highlights:

- The Town of Enfield estimated funding from the State Department of Education (SDE) to support the Family Resource Center (FRC) for the period of July 1, 2016 – June 30, 2017 to be \$109,500.
- The Town received notification from SDE in October, 2016 that the FY 17 FRC funding was reduced by \$6,500.
- Additional funds are needed to hire consultants and child care providers for parenting groups offered by the FRC.
- The FRC has funds available in Certified Salaries due to a reduction in the starting salary of the new FRC Parent Educator.

Budget Impact:

This transfer reduces the Family Resource Center by \$6,500 due to state funding.

Recommendation:

That the Town Council approve the attached Resolution.

Respectfully Submitted,

Dawn Homer-Bouthiette
Director of Social Services

Attachments:

1. Resolution

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS

RESOLUTION NO. _____

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

TO: Family Resource Center SDE Grant

Family Resource Center Grant	22044470 460150	\$6,500
Other Professional Services	22046015 533900	\$2,948

FROM: Family Resource Center SDE Grant

Certified Salaries	22046015 511100	\$9,403
Due and Fees	22046015 581000	\$ 45

CERTIFICATION: I hereby certify that the above-stated funds are available as of November 14, 2016


John Wilcox, Director of Finance

APPROVED BY:  _____ **Town Manager**

Date: 11/16/16



TOWN OF ENFIELD

November 10, 2016

Honorable Member
Enfield Town Council
Enfield, Connecticut

Subject: Resolution Authorizing the Town Manager to Enter into an Agreement with Asnuntuck Community College (ACC) for the Magic Carpet Fixed Bus Service

Highlights:

- Since the inception of the Magic Carpet Fixed Route Bus Service in 2013, Asnuntuck Community College has provided funding to the Town of Enfield.
- This funding allows registered ACC students to ride the Magic Carpet free of charge.
- Last fiscal year, ACC provided \$6,000 to the Town for Magic Carpet transit services.
- ACC student ridership increased significantly during last fiscal year.
- As a result, ACC has increased the funding to the Town by \$4,000.
- For the period of July 1, 2016 - June 30, 2017, the ACC Agreement will provide \$10,000 for Magic Carpet.

Budget Impact:

This Agreement increases the FY 17 ACC revenue for Magic Carpet by \$4,000.

Recommendation:

The Town Council adopts the attached Resolution.

Respectfully Submitted,

Dawn Homer-Bouthiette, MSW
Director of Social Services

Attachment:

1. Resolution

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

**Resolution Authorizing the Town Manager to Enter Into Agreement with Asnuntuck
Community College (ACC) for the Magic Carpet Fixed Bus Service**

RESOLVED, that the Town Manager, Bryan R. H. Chodkowski, is empowered 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 Asnuntuck Community College, for November 1, 2016 through October 31, 2017 and to affix the Corporate Seal.

Date Submitted: November 10, 2016
Submitted by: Social Services Director



TOWN OF ENFIELD

TO: Enfield Town Council

FROM: Bryan R.H. Chodkowski
Town Manager

DATE: November 16, 2016

RE: Post Office Road/Oliver Road Parcels 8-24 Referral to Planning and Zoning Commission for Conveyance and Resolution to Set a Public Hearing

The above properties were acquired by warranty deed October 20, 2016 and the collective recommendation of the Town Attorney, Engineering Division and the Planning Division is for parcel lots 2 and 7 to be sold as residential lots. In accordance with this recommendation and the wishes of Town Council, please see the attached legislation in accordance with Connecticut State Statutes §7-163 and § 8-24 for the conveyance of Town owned property on Post Office Road and Oliver Road. It is requested that the Town Council act favorably upon said legislation.

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

Att. (2): *Resolution Regarding the Referral to Planning and Zoning Commission
Resolution Setting a Public Hearing for the Conveyance of Land*

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

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

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLUTION REGARDING THE REFERRAL TO THE PLANNING AND ZONING COMMISSION FOR THE PROPOSED CONVEYANCE OF TWO LOTS ON POST OFFICE AND OLIVER ROADS

WHEREAS, the Town owns three building lots in the Sunny Brook Farms Subdivision located on Post Office and Oliver Roads, of which it would like to convey Lots 2 and 7; and

WHEREAS, the Town Council must refer the proposed transaction to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute §8-24.

NOW THEREFORE, BE IT RESOLVED, that the proposed conveyance of Lots 2 and 7 in the Sunny Brook Farms subdivision is referred to the Planning and Zoning Commission for a report in conformance with the requirements of Connecticut General Statute § 8-24.

Date Prepared: November 16, 2016

ENFIELD TOWN COUNCIL

RESOLUTION NO. _____

RESOLUTION SETTING A PUBLIC HEARING FOR THE CONVEYANCE OF LAND

WHEREAS, the Town owns three building lots in the Sunny Brook Farms Subdivision located on Post Office and Oliver Roads, of which it would like to convey Lots 2 and 7; and

WHEREAS, the Enfield Planning and Zoning Commission will make a recommendation at its December 1, 2016 meeting regarding the proposed conveyance of said lots;

WHEREAS, Connecticut General Statute §7-163e requires the legislative body of a municipality to conduct a public hearing prior to the sale, lease or transfer of certain real property owned by the municipality.

NOW, THEREFORE, BE IT RESOLVED, that the Enfield Town Council does hereby schedule a public hearing to be held on December 5, 2016 to begin at 6:50 PM in the Council Chambers of the Enfield Town Hall which is located at 820 Enfield Street, Enfield, Connecticut 06082 in order to receive public comment.

Prepared by: Town Managers Office
Date Prepared: November 16, 2016