

**ENFIELD TOWN COUNCIL
MINUTES OF A PUBLIC HEARING
MONDAY, JUNE 20, 2016**

A Public Hearing was called to order by Chairman Kaupin in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, June 20, 2016 at 6:45 p.m.

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

Chairman Kaupin read the notice of Public Hearing, which was published in the Hartford Courant on Friday, June 10, 2016 as follows:

**TOWN OF ENFIELD
LEGAL NOTICE - PUBLIC HEARING
MONDAY, JUNE 20, 2016**

“The Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, June 20, 2016 at 6:45 p.m. to allow interested citizens an opportunity to express their opinions regarding the 2016 Neighborhood Assistance Act Proposals. Copies of the proposed amendment are on file in the office of the Town Clerk, 820 Enfield Street, Enfield, CT.

Chairman Kaupin announced the ground rules for the Public Hearing.

Chairman Kaupin stated the only application submitted was from the Hazardville Institute Conservancy. Mr. Chodkowski stated this has been posted on the Town’s website for public review.

As no one wished to speak, Chairman Kaupin closed the Public Hearing at 7:00 p.m.

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JUNE 20, 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, June 20, 2016. The meeting was called to order at 7:00 p.m.

PRAYER – The Prayer was given by Councilor Cekala.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Arnone, Cekala, Davis, Deni, Edgar, Hall, Kaupin, Szewczak and Stokes. Councilors Bosco and Lee were absent. Also present were Town Manager, Bryan Chodkowski; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Acting Director of Finance, John Wilcox; Director of Community Development, Peter Bryanton

FIRE EVACUATION ANNOUNCEMENT

Chairman Kaupin made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #3722 by Councilor Arnone, seconded by Councilor Stokes to accept the minutes of the June 6, 2016 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3722** adopted 9-0-0.

MOTION #3723 by Councilor Cekala seconded by Councilor Edgar to accept the minutes of the June 6, 2016 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3723** adopted 9-0-0.

SPECIAL GUESTS

There were no special guests this evening.

PUBLIC COMMUNICATIONS & PETITIONS

Kathleen Mullen Morrell, 1625 King Street

Expressed her disappointment with the CREC school near her family home. She noted there's very little activity and it does not appear to have the normal school

environment. She added the high berm near her family home makes the house almost invisible. She noted she misses the open feeling that once existed.

Deanna Compereto, 14 South Road

Suggested perhaps food trucks could be allowed certain hours of operation. She went on to express concern about people playing in the Scantic River rapids noting this is dangerous for young children. She noted this could also present an e-coli health hazard. She added there's also a lot of broken glass in this area.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Stokes stated the Town of Enfield Fourth of July Celebration is only three weeks away, and they're still in need of volunteers. He noted there will be a volunteer sign up opportunity on June 22nd.

Councilor Stokes stated the recent Rachel Kindness Carnival had a packed house. He commended everyone who made this event a success.

Councilor Stokes stated they did the taping today for the Fourth of July, and he commended E-TV staff for doing a great job and getting this up on You-Tube within a few hours.

Councilor Hall stated Powder Hollow Park could use more trash cans and perhaps recycling bins can be made available. She went on to question whether it was the state that brought in a port-a-potty, and will the state keep that clean.

She congratulated the Enfield Police Department for receiving its sixth accreditation. She noted this was the highest accreditation score achieved yet.

Councilor Hall congratulated the Enfield High and Fermi High graduates.

MOTION #3724 by Councilor Hall, seconded by Councilor Arnone to suspend the rules to address under Miscellaneous Items 14 A1 through A4, E, F, G, H, I, J, L and M.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3724** adopted 9-0-0.

Councilor Arnone spoke about the need to police the Scantic River Park. He encouraged Mr. Chodkowski to read through the file regarding the associated problems with this state park.

He stated many people have been asking him where they can get the digital picture of Enrico Fermi High School. He stated his belief people can contact Richard Tanguay on Facebook, and he can help with this.

Councilor Davis stated Prudence Crandall's fifth grade had their "Moving Up" ceremony. She noted she was impressed with how many children received the Presidential Outstanding Education award. She explained that in order to receive this award a student must hold an "A" average and be involved in an extracurricular activity such as band or a community activity. She commended the teachers at Prudence Crandall, especially the fifth grade team of teachers because they are the glue, heart and soul for the students at Prudence Crandall.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Chodkowski stated the Council has within their packets the Projects & Activities Report for the last two weeks, and he can answer any questions or concerns the Council might have regarding this information.

He invited John Wilcox to summarize the one percent reductions identified by staff in order to balance the budget as a result of reductions and pass-through from Hartford.

Mr. Wilcox stated when the Council passed the budget, they had to reduce the budget for some anticipated budget cuts from the State. He noted when the budget was actually passed a couple weeks later, they said they'd return some money to the Board of Education depending on how the cuts went. He stated they determined the cuts in the Board of Education funding were approximately \$364,000 less than they had anticipated, therefore, they had to give that money back to the Board of Education. He noted that money and additional cuts totaling about \$643,000 needed to come out of the Town side of the budget. He stated to accomplish that they requested the department heads submit a one percent cut from their individual budgets. He stated the listing before the Council shows everyone's dollar reductions. He noted they had to get additional cuts from other places, therefore, they used Contingency on some of those. He stated most of these budget cuts were submitted by department heads.

Councilor Hall referred to the transportation that the State cut to the Board of Education and questioned if that's coming out of the pass-through to the Board of Education, and Mr. Wilcox responded yes. Councilor Hall questioned if the non-public transportation was also cut, and that's coming out of their side of the budget. Mr. Wilcox responded that's correct.

Councilor Szewczak questioned whether any programs have been cut because of these reductions. Mr. Chodkowski stated he's not aware that any programs have been reduced as a result of these cuts.

Mr. Wilcox stated these items don't account for the \$20 million dollar Governor's line item vetoes, and they do not yet know where those are coming from.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Bromson indicated he did not have a formal report this evening.

Councilor Deni thanked the Town Attorney regarding his research and response concerning the prayer. Attorney Bromson stated he did receive all affirmative responses, and it will be mailed tomorrow.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Enfield High School Renovation Building Committee

Councilor Szewczak stated things are moving along.

Chairman Kaupin stated Jacob Audet, an Enfield High School student, mentioned that a lot of the public has been asking if there will be an opportunity to tour Enfield High School before the school opens in September. He noted tours are being set up, and these will be student-led tours. He stated they're working with class officers and class leadership students involved with Rachel's Challenge or mentoring programs. He noted they will train the students on how to conduct the tours. He stated tour dates are to be determined.

Councilor Szewczak pointed out the entire project won't be complete until January.

Councilor Edgar stated there was a complaint awhile ago from one of the residents next to Enfield High School who can't get out of her driveway, and this resident called him again complaining about this situation. Councilor Szewczak stated her belief this problem was resolved. She noted she will email the Chairman of the Building Committee concerning this.

Councilor Hall stated the first insurance meeting is scheduled for June 28th.

Chairman Kaupin stated there was a pre-referendum meeting last week, and the next meeting is scheduled for June 29th at 6:30 in the Enfield Room. He noted the public is welcome.

OLD BUSINESS

MOTION #3725 by Councilor Edgar, seconded by Councilor Cekala to remove Item #17 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3725** adopted 9-0-0.

NOMINATION #3726 by Councilor Edgar to appoint April Mattoon (D) to the John F. Kennedy Middle School Pre-Referendum Committee.

MOTION #3727 by Councilor Hall, seconded by Councilor Szewczak to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3727** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared April Mattoon appointed to the John F. Kennedy Middle School Pre-Referendum Committee by a 9-0-0 vote.

All other appointments remained tabled.

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

NEW BUSINESS

APPOINTMENTS

NOMINATION #3728 by Councilor Szewczak to reappoint Kevin Mooney (R) to the Greater Hartford Transit District for a term which expires 6/30/20.

MOTION #3729 by Councilor Hall, seconded by Councilor Arnone to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3729** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kevin Mooney reappointed to the Greater Hartford Transit District by a 9-0-0 vote.

NOMINATION #3730 by Councilor Edgar to appoint Virginia Higley (D) to the Inland Wetland and Watercourses Agency for a term that expires 06/30/2017.

MOTION #3731 by Councilor Hall, seconded by Councilor Edgar to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3731** adopted 9-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Virginia Higley appointed to the Inland Wetland and Watercourses Agency by a 6-3-0 vote, with Councilors Kaupin, Stokes and Szewczak voting against.

All other appointments remained on the agenda.

RESOLUTION #3732 by Councilor Hall, seconded by Councilor Arnone.

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

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

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

NOW, THEREFORE, BE IT RESOVLED, the Enfield Town Council hereby amends Chapter 58 of the Town Code to include Section 58-35, Mobile Food Vendors.

Councilor Cekala stated her impression there were certain places that were listed as to where food trucks can be. Mr. Bryanton stated the eight locations are not part of the ordinance, but rather they're part of the license application. He listed the locations as follows:

Enfield Town Hall parking lot
South Street parking lot at the corner of Pearl and South Street
The Barnes Boat Launch on South River Street
Freshwater Pond Park (on the street where the Town has its Community Farmers Market)
Brainard Park at 133 Brainard Road
Hazardville Park (on the street or on School Street)
Scantic River Park (Powder Hollow parking lot)
Green Manorville Park (across from Nathan Hale School)

Mr. Bryanton stated these were the eight locations chosen by the Steering Committee.

Councilor Cekala stated her belief a food truck at the Scantic River Park is not going to help the problems being experienced with that park.

She questioned whether food trucks are limited to one location, or can they travel. Mr. Bryanton responded food trucks are allowed to travel from place to place.

Councilor Cekala questioned whether the eight locations should be included within the ordinance. Mr. Chodkowski stated it was believed the locations were excluded so that it would be simpler for the Council to revise locations.

Councilor Cekala questioned whether it should be referenced within the ordinance that there are only specific locations where food trucks can be. Attorney Bromson stated they will look at this.

Chairman Kaupin stated the first page, Section B2, states, "no mobile food vendor shall sell from any establishment or permanent location upon any street...except those approved by the Town Council". He noted this section could be further defined.

Councilor Deni questioned eliminating some locations because he's not comfortable with South Street, the boat launch or Powder Hollow.

Chairman Kaupin stated his understanding the food trucks are allowed at Powder Hollow Park where the ball fields are located, not the Scantic River Park. Mr. Bryanton stated they did discuss the ball fields, but they didn't want the trucks there because the Little League often sells food, and they didn't want the food trucks competing with the Little League. Councilor Cekala added they have a concession stand at the ball field.

Chairman Kaupin stated his impression food trucks couldn't be allowed at Scantic River Park because it's a state park, therefore, he thought the food trucks would be at Powder Hollow Park, however, they would not be in conflict with a league that has the park for a game along with a concession stand.

Councilor Arnone stated the Barnes Boat Launch has bass tournaments and an outfitter that takes fishing tours from the boat launch. He noted this could be a diamond in the rough for commerce in downtown Thompsonville. He pointed out there was the opportunity to have a national bass tournament, and he believes there's a lot of great activities that can happen at the boat launch. He stated he would like to see Enfield use its boat launches the same way Hartford uses their Adrian Landing, and it will have just the effect that they'd like to have.

Councilor Szewczak stated she would like the Health Department invited to a meeting to explain the regulations that the food trucks must abide by. She feels this will be informative to the Council and citizens. Chairman Kaupin stated perhaps they can invite the new Health Department Director to the July 5th meeting.

Councilor Stokes agreed with Councilor Arnone about the inclusion of the boat launch. He went on to state he'd like to see a review as to how this works out at the different locations. Chairman Kaupin stated the intent is to have a review on a yearly basis.

Councilor Hall stated she does not like food trucks in residential areas such as School Street. She noted the playground in that area does not have a lot of activity, and she doesn't see this area supporting a food truck. She questioned whether anyone considered the Lego Playground at Central Library as a stop since there's a lot of activity at that location. Mr. Bryanton stated they did not consider the library, although it's a good idea.

Chairman Kaupin stated the committee was a joint committee between the Council and Planning & Zoning. He noted when they were looking at locations, it was always intended for people to come and go. He cited Bushnell Park as an example with people walking to and from their offices, but people don't necessarily stay in that location. He noted that was the idea for the Hazardville playground so that if the truck could safely park to the side of the road between the "circle library" and Hazard Avenue, cars could park and pick up lunch and leave, or they could have lunch on the lawn or in the pavilion. He stated that was also the idea for South Street. He agreed with Councilors Arnone and Stokes about the boat launch. He noted he was at the CRCOG annual meeting in Glastonbury, and that town built a beautiful boathouse on the Connecticut River. He explained they have a regular boat launch, a canoe launch and food trucks visit this area.

Chairman Kaupin agreed with Councilor Hall's idea of the Central Library being another good location.

Chairman Kaupin then shared questions raised by Councilor Lee who could not be present this evening.

- Regarding the ordinance, Page 1, B4 – “connect to Town municipal utilities in connection with the sale of food” – Should we define what the utility is?
- Page 2, C4 – “each such licensee shall obtain a mobile food vendor license from the North Central District Health Department prior to the issuance of a license hereunder” – Wasn't it documented that a license from any Connecticut district is transferrable to other health districts, therefore, if they're permitted by the City of Hartford, do they have to get a North Central District permit?
- Under Item D – “No stand for the purpose of mobile food vending shall be of a height or size so as to obstruct the view of pedestrian or motor vehicle traffic. All stands shall be portable in nature”. What's the definition of a “stand”?
- Where is a requirement for an insurance certificate? Chairman Kaupin stated his belief that is in the license application, and Mr. Bryanton responded that's correct.
- Term of license to be set, and who administers? Chairman Kaupin stated his belief the license is for one year, and Mr. Bryanton responded that's correct.
- Is the Enfield Police Department ready?

Chairman Kaupin submitted the above questions to Mr. Bryanton, and he requested the Health Department Director be scheduled to attend the July 5th meeting.

Councilor Arnone stated there has been talk about having a summer basketball tournament in several of the parks, including the School Street park. He noted if someone organized this, a food truck could be invited to such a tournament.

Councilor Szewczak questioned whether the Town checked the rate that's being charged versus what other towns are charging to be competitive and fair to the Town, and Mr. Bryanton responded yes, they did.

MOTION #3733 by Councilor Hall, seconded by Councilor Edgar to table this item.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3733** adopted 9-0-0.

Chodkowski stated he's not in a position to answer that question at this time from the standpoint that the air conditioning unit associated with that facility is tied into the energy performance contract, therefore, there's an intent to replace that unit and do so permanently, but that plan is contingent upon a successful referendum in the fall. Councilor Edgar stated the air conditioning unit is beneath the building right now, and he understands the cost to replace that is approximately \$600,000, and a roof top unit would cost \$180,000. He stated the Town already spent \$15,000, and they're spending another \$80,000, and for another \$85,000, they could have a permanent air conditioning unit on top of the building.

Councilor Deni stated he wants to be sure they're doing portable units because of the possibility that building might not be a permanent library. Mr. Chodkowski stated these are portable units.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3735** adopted 8-0-1, with Councilor Edgar abstaining.

RESOLUTION #3736 by Councilor Hall, seconded by Councilor Arnone.

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

TO:	Non-Departmental		
	Water/Sewerage	10800092-541100	\$67,000
	Electricity	10800092-562200	\$32,000
FROM:	Building & Grounds		
	Natural Gas	10300340-562100	\$99,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 9, 2016.

/s/ John Wilcox, Acting Director of Finance

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3736** adopted 9-0-0.

RESOLUTION #3737 by Councilor Arnone, seconded by Councilor Stokes.

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

FROM:		TO:	
10040000-499000		10800092-593012	
Appropriated Fund Balance	\$202,026	Transfer Out – IT	\$202,026

FROM:		TO:	
22040000-488500	\$202,026	24040000-480001	\$202,026
Transfer from BOE		Transfer from General Fund	

CERTIFICATION: I hereby certify that the above-stated funds are available as of May 27, 2016.

/s/ John Wilcox, Acting Director of Finance

Councilor Edgar stated his understanding Medicaid money was returned from the State to the Board of Education, and the Board of Education returned it to the General Fund, and now they're re-allocating this money to the Board of Education. Mr. Wilcox indicated that's correct. He noted they will reduce their transfer to the IT Fund by this amount, and that will allow them to take that money and allocate it as the BOE needs.

Chairman Kaupin stated this goes back to the last fiscal year. He noted the Board of Education and the administration made a concerted effort to go after these additional refunds from Medicaid, and at that time it was discussed with the Town Manager that if they were to undergo the effort and consume staff time and resources that they would appreciate the surplus over what was budgeted.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3737** adopted 9-0-0.

RESOLUTION #3738 by Councilor Cekala, seconded by Councilor Hall.

RESOLVED, that the Enfield Town Council does hereby cancel the Regular Meetings of the Council scheduled for July 18, 2016 and August 15, 2016.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3738** adopted 9-0-0.

RESOLUTION #3739 by Councilor Cekala, seconded by Councilor Arnone.

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

Revision: (1) Town Manager

Chairman Kaupin requested the Town Manager explain what the small revision involves, and Mr. Chodkowski stated the revision can be found on the last page, and the required language from the Charter is "must have a Bachelor's Degree or higher from an accredited college or university within the major field of study in public administration or government and a minimum of five years of experience in public administration." He noted the final sentence -

“A Master’s Degree in public administration is highly desirable”, is at the discretion of the Town Council.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3739** adopted 9-0-0.

RESOLUTION #3740 by Councilor Hall, seconded by Councilor Arnone.

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

Add: (1) Head of Reference Services

Councilor Edgar questioned if this means the Assistant Librarian and this are one and the same. Mr. Chodkowski stated the Library Director indicated this job description would more adequately reflect the roles and responsibilities of the person who is actually performing the function of Reference Librarian.

Chairman Kaupin stated his understanding there are two positions that would be merged into one. Mr. Chodkowski indicated that’s correct.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3740** adopted 9-0-0.

RESOLUTION #3741 by Councilor Hall, seconded by Councilor Arnone.

WHEREAS, a public hearing was held on June 6 to allow interested citizens an opportunity to express their opinion regarding which programs shall be included on the Town of Enfield’s Application under the provisions of the “Neighborhood Assistance Act;” and

WHEREAS, a proposal was submitted by the Hazardville Institute Conservancy Society; and

WHEREAS, the following proposal is acceptable to the Enfield Town Council within the guidelines for proposed programs under the “Neighborhood Assistance Act”:

Energy Conservation Improvements: Interior Storms and Windows, Insulation, Heating and Cooling

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Town of Enfield’s 2016 proposed program application submitted to the State of Connecticut Department of Revenue under the provision of the “Neighborhood Assistance Act” shall consist of the proposal identified in the preceding paragraph.

2. The Enfield Town Manager is hereby authorized to submit this application to the State Department of Revenue, and to approve any donations received as a result of this application

Councilor Davis stated she was asked this question – initially this was non-profit, then received town funds from the taxpayers – now to get a grant, it's back as a non-profit. Chairman Kaupin stated the Neighborhood Assistance Act allows non-profit organizations such as the Conservancy to approach businesses or corporations for tax credits through the Neighborhood Assistance Act. He explained the role that the Council plays is whether this is an appropriate use of Neighborhood Assistance Act funds. He noted there's no liability to the Town, and all the work is by the agency that applies for the credits.

Councilor Arnone stated his understanding these are state sales tax credits, not local tax credits, and Chairman Kaupin responded that's correct.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #3741** adopted 9-0-0.

PUBLIC COMMUNICATIONS

Deanna Compereto, 14 South Road

Stated her belief the commuter parking lot where people get the bus to go to Hartford would be a good place for the food trucks as well as the courthouse and industrial park.

COUNCILOR COMMUNICATIONS

Councilor Stokes stated he received a text from Board of Education member, Lori Unghire, and she wanted him to announce that the opening ceremony committee, in cooperation with the Superintendent's office, is holding a tag sale at Enfield High School's new gym for all old sports and band equipment this Saturday from 9:00 to 1:00 p.m.

Referring to Ms. Compereto's suggestions, Councilor Arnone stated Council is only dealing with what the Town's jurisdiction is on food trucks, which is just public property. He noted when they've resolved that issue, it will go to private property and Planning & Zoning.

ADJOURNMENT

MOTION #3742 by Councilor Hall, seconded by Councilor Cekala to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #3742** adopted 9-0-0, and the meeting stood adjourned at 8:37 p.m.

Appended to Minutes of Regular
Town Council Meeting
June 20, 2016
See Page 9

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:	1300 Town Attorney		
	Legal	10130000-533200	\$6,200.00
FROM:	1300 Town Attorney		
	Professional Development	10130000-532200	\$658.05
	Equipment Repair	10130000-543200	\$100.00
	Printing & Reproduction	10130000-555000	\$ 10.00
	Copying & Reproduction	10130000-555100	\$105.28
	Travel	10130000-558000	\$ 58.17
	Technology Supplies	10130000-561300	\$200.00
	Food	10130000-563000	\$229.50
	Technology Equipment	10130000-573400	\$2,100.00
	Publications	10130000-564300	\$800.00
	Contingency	10800092-584000	\$1,939.00

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 15, 2016.

John Wilcox, Acting Director of Finance

APPROVED BY: _____ Town Manager Date: _____

Appended to Minutes of Regular
Town Council Meeting
June 20, 2016
See Page 9

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:	Building Inspection		
	Salaries-PT	1606800-512000	\$ 5,000
	Postage	1606800-553500	\$ 400
	Medicare	1606800-522100	\$ 200
	FICA	1606800-522000	\$ 500
	Travel	1606800-558000	\$ 500
FROM:	Building Inspection		
	Other Professional Services	1606800-533900	\$ 1,600
	Salaries-FT	1606800-511000	\$ 5,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of 3 June 2016.

John Wilcox, Acting Director of Finance

APPROVED BY: _____ Town Manager Date: _____

Appended to Minutes of Regular
Town Council Meeting
June 20, 2016
See Page 9

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:	Town Clerk		
	Salaries	10160100-511000	\$ 6492.00
	Stipend	10160100 516000	\$ 141.00
	Records Management		
	Salaries	10161600-511000	\$ 1,881.00
	Stipend	10161600-516000	\$ 56.00
	Health/Medical Insurance	10161600-521000	\$ 261.00
	Total		\$ 8,831.00
FROM:	Town Clerk		
	Health/Medical Insurance	10160100 521000	\$ 8,831.00

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 7, 2016

John Wilcox, Acting Director of Finance

APPROVED BY: _____ Town Manager Date: _____

ENFIELD TOWN COUNCIL
REQUEST FOR TRANSFER OF FUNDS
RESOLUTION NO. _____

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

TO:	10700790 589000	Scantic River Watershed – Misc Expense	\$3,600
FROM:	10800092 584000	Unallocated Charges – Contingency	\$3,600

CERTIFICATION: I hereby certify that the above-stated funds are available as of June 16, 2016.

John Wilcox, Acting Director of Finance

Date:

APPROVED BY: _____ Town Manager Date: _____

Appended to Minutes of Regular
Town Council Meeting
June 20, 2016
See Page 11

TOWN OF ENFIELD

JOB DESCRIPTION

TOWN MANAGER'S OFFICE

TOWN MANAGER

GENERAL STATEMENT OF DUTIES: Chief Executive Officer of the Town of Enfield.

SUPERVISION RECEIVED: Directly responsible to the Town Council.

SUPERVISION EXERCISED: Oversees the general operation of all Town of Enfield Offices.

ESSENTIAL JOB FUNCTIONS: Responsible for the administration of all departments, agencies and offices in charge of persons or boards appointed by the manager and supervises and directs the same; shall see that all laws and ordinances governing the town are faithfully executed; shall make periodic reports to the council; shall attend its meeting with full right of participation in its discussion but without a right to vote; shall prepare and cause to be printed as soon as possible after the close of the fiscal year, an annual town report; shall recommend to the Council such measures as he/she may deem necessary or expedient; shall keep the Council fully advised as to the financial condition of the Town; shall prepare and submit to the Council an annual budget; and shall exercise such other powers and perform such other duties as may be required by ordinance or by resolution of the Council and not inconsistent with the Charter; shall appoint all department heads and other officers and employees of the Town except as otherwise specified in the Charter.

OTHER JOB FUNCTIONS: Prepares related work as required.

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

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computers and various office equipment.

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

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with some interruption. Able to remember task/assignment given to self and others over long periods of time.

The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of modern municipal administration; knowledge of public personnel and finance methods and procedures; considerable ability to perform research and prepare technical reports on all phases of municipal government operation; ability to express ideas effectively in written and oral form; ability to establish and maintain effective working relationships with associates and the public; ability to work in harmony with others.

EXPERIENCE AND TRAINING: Must have a bachelor's degree or higher from an accredited college or university, with the major field of study in public administration or government, and a minimum of five (5) years' experience in public administration. A Master's Degree in Public Administration is highly desirable.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 6-20-2016

Appended to minutes
Of June 20, 2016 Regular
Town Council Meeting
See Page 12

**TOWN OF ENFIELD
JOB DESCRIPTION**

**LIBRARY
HEAD OF REFERENCE SERVICES**

GENERAL STATEMENT OF DUTIES: Responsible for providing outstanding customer service; identifying and interpreting user needs; providing reference, readers' advisory, computer, database and referral services to Library patrons directly, through e-mail and by telephone; and assisting patrons in material selection. Supervise and schedule part-time Professional Reference Librarians.

SUPERVISION RECEIVED: Works under the general direction of the Assistant Library Director.

SUPERVISION EXERCISED: Directly supervises the Reference Assistants, Reference Pages and, as assigned, other library staff. Directly supervises part-time Professional Reference Librarians.

ESSENTIAL JOB FUNCTIONS: Regular & punctual attendance; provides reference, readers' advisory, and referral services to patrons, in person, through e-mail and by telephone; provides tech/reference support to staff; provides research assistance to library patrons; plans and prepares bibliographies; performs routines and procedures related to manual and automated interlibrary loans and other referral services; maintains familiarity with the collection, purchases materials, using standard library selection tools; supervises Reference staff and other personnel as assigned in the absence of the Library Director and Assistant Library Director; assists in planning and implementing programs and public relations activities; facilitates book discussions; explains library functions, services and resources to the public; operates and maintains library equipment; collects data for statistical analysis and reports; prepares reports for submission to the Library Director; keeps informed of current events and of developments in the library field; maintains current knowledge of library technology; takes advantage of state and regional opportunities for continuing education to keep knowledge of library practices and procedures current; performs related work as required. Teaches technology and database classes. Manages reference budget.

OTHER JOB FUNCTIONS: Assists in maintaining inventory of the collection, using consortia and state database; assists in maintaining web presence; represents the library at professional and community meetings; when designated librarian-in-charge, is responsible for security of the building.

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

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

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, necessary to operate computers and various office equipment.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performs complex tasks requiring independent knowledge and its application to non-routine situations.

The noise level in the work environment is generally quiet. May be exposed to dust, fluctuation in inside temperature and electromagnetic radiation from the computer screen.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of professional library methods, reference resources and practices; knowledge of books, authors and readers interests; skill in the operation of computer systems; skill in applying library research methods and practices; ability to work both independently and collaboratively; ability to communicate effectively in written and oral expression; ability to deal with the public in a professional and courteous manner; ability to establish and maintain effective supervisory and working relationships with co-workers. Knowledge of and experience with PCs, tablets, and mobile devices, including but not limited to knowledge of current operating systems and applications. An awareness of current technology trends is a must.

EXPERIENCE AND TRAINING: Bachelor's degree from an accredited four year college or university, plus a Master's Degree in Library Science from an American Library Association-accredited institution and not less than 2 years' experience in a professional library position and specialized competency with current technology and reference services.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 6-20-16