

**ENFIELD TOWN COUNCIL
MINUTES OF A REGULAR MEETING
MONDAY, JANUARY 7, 2019**

The Regular Meeting of the Enfield Town Council was called to order by Chairman Ludwick in the Council Chambers of the Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on Monday, January 7, 2019. The meeting was called to order at 7:00 p.m.

PRAYER – The Prayer was given by Councilor Davis.

PLEDGE OF ALLEGIANCE – The Pledge of Allegiance was recited.

ROLL-CALL – Present were Councilors Cekala, Cressotti, Davis, Deni, Ludwick, Muller, Szewczak and Unghire. Councilor Bosco was absent. Also present were Town Manager, Christopher Bromson; Acting Town Attorney, Maria Elsdon; Director of Public Works, Donald Nunes; Director of Finance, John Wilcox; Director of Human Resources, Steven Bielenda; Town Clerk, Suzanne Olechnicki

FIRE EVACUATION ANNOUNCEMENT

Chairman Ludwick made the fire evacuation announcement.

MINUTES OF PRECEDING MEETINGS

MOTION #4844 by Councilor Deni seconded by Councilor Cressotti to accept the minutes of the December 17, 2018 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4844** adopted 8-0-0.

MOTION #4845 by Councilor Cressotti, seconded by Councilor Cekala to accept the minutes of the December 17, 2018 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4845** adopted 7-0-1 with Councilor Szewczak abstaining.

SPECIAL GUEST

Donald Nunes, Tree Trimming

Mr. Nunes spoke about the overhead primary trimming that Eversource will be doing throughout Enfield. He presented the following PowerPoint presentation:

- DPW met with Eversource contractor (Asplundh) on Friday, December 21, 2018.
- Asplundh will stage across from the dog park at the transfer station.
- Asplundh will not fuel or perform repairs at the transfer station.
- Asplundh will have ten bucket trucks and chippers (3-man crew).
- Asplundh will follow current Town excavation permit policy regarding traffic control and use of off-duty officers.
- Eversource/ Asplundh will go door to door requesting the resident sign a consent form agreeing to proposed tree work.
- There is no cost to the resident.
- Project completion date is August 2, 2019.
- Total trimming mileage is 92.38 miles, which is half of Enfield.

ENHANCED TREE TRIMMING

- Cut 8' from electrical equipment from ground up
- Higher-priority tree trimming that would impact more customers
- Tall-growing trees under the wires will be removed
- Branches cut to national standards to reduce harm and limit re-sprouting
- This amounts to 2.94 miles

BACKBONE MAINTENANCE TRIMMING

- Cut 8' to the side of electrical equipment from ground up
- Tall-growing trees under the wires will be removed
- Branches cut to national standards to reduce harm and limit re-sprouting
- This amounts to 35.91 miles

SCHEDULED MAINTENANCE TRIMMING

- Cut 15' above utility equipment, 10' below and 8' from the side
- Tall-growing trees under the wires are selectively removed
- Branches cut to national standards to reduce harm and limit re-sprouting
- This amounts to 53.53 miles

HOW IS THE TREE WORK PERFORMED

- Eversource/Asplundh must notify tree owners and residents must sign the consent form.
- Form allows residents to keep wood.
- Door hanger notifications are provided when tree owners are not home, and those notifications contain a wealth of information and contact information.
- For work on public property, permission generally is granted by the municipal tree warden.
- Trees that are decayed, insect-infested, damaged or structurally weak may be removed.

- Small trees and saplings that are capable of growing into the conductors are normally removed before they grow tall enough to interfere with the lines.
- Limbs are pruned back to a point where it meets the branch collar so that the pruning cut will callous over and prevent decay of the pruning wound.
- Capability of chipping up to a 15” branch/log
- Larger logs will be stockpiled for future pickup in 1-2 weeks.

Mr. Bromson stated this PowerPoint presentation will be on the Town’s website tomorrow. He noted they will also do a press release.

Chairman Ludwick questioned whether a resident can report a tree problem near wires, and Mr. Nunes stated per Eversource’s website and protocol, they don’t typically prune branches near secondary lines unless the insulation on the wire is exposed or is causing a hazard.

Councilor Cressotti referred to the form given to the residents and asked if that form must be filled out and signed off, and Mr. Nunes responded yes. Councilor Cressotti questioned what happens if a resident does not sign the form. Mr. Nunes stated he was told that they would still do the job because there must be some understanding that the work has to be done. He noted Eversource prefers to work with people because they don’t want any animosity. He stated they will try to work with such a resident and suggest scaling back some of the trimming without having to do a full cut.

Councilor Unghire questioned when the cutting will start, and Mr. Nunes responded in about six weeks.

Chairman Ludwick questioned whether a quarterly update can be provided until the project is done in August. Mr. Bromson responded yes, they can provide a status report.

Councilor Szewczak questioned whether they pay any taxes or is there any kind of an agreement while this equipment is in town. Mr. Bromson stated the Director of Finance and the Director of Assessment and Revenue Collection can look into this.

Mr. Bromson stated Mr. Nunes will be returning the last meeting of February or early March to provide a complete review and preview of the road projects that have been undertaken by the Town since 2000, where they stand today, and what a prospective Roads 2020 would look like.

Chairman Ludwick questioned whether Eversource publishes a general rate because he would like to see that Eversource does not come back for a big rate increase after this tree trimming project. Mr. Bromson stated this is a utility, and the State preempts the Town in a lot of areas.

Councilor Deni stated he’s getting a few complaints on the corner of Route 5 and Montano Road concerning a sidewalk. He noted a sidewalk comes out onto Montano and Route 5 a little, and

people are complaining they're hitting that sidewalk because it protrudes out. He requested this be checked out. Mr. Nunes indicated this can be checked.

PUBLIC COMMUNICATIONS & PETITIONS

Robert Tkacz, 815 Woodgate Circle

Stated there's a problem with E-TV in that it's not being transmitted in high definition. He noted the video is blurry and too small. He stated the equipment needs to be updated.

Mr. Tkacz stated everyone was saying the new high school is going to have great performance, however, a report shows they're below the state average. He noted the junior and senior population is down. He stated kindergarten is down, but it will be up over the next two years, however, the 2017 births are down, therefore, enrollment will go down again. He stated there are over 1,000 empty seats at the middle school and high school, and when the new middle school is completed, there will be about 1,200 extra seats. He referred to Scheff vs. O'Neill and noted one of the decisions they're contemplating is closing Hartford, New Haven and Bridgeport schools and moving all those students to the suburbs, therefore, the more empty seats in Enfield, the more students they will get. He went on to note that moving the Board of Education out of Henry Barnard resulted in an open wing, which adds more seats.

George Young, 8 Holly Lane

Acknowledged that Connecticut and the Governor cut many dollars from Enfield's revenue. He noted cutting the mill rate doesn't always mean cutting from the bottom. He noted the Town had budgeted revenue from interest for the year ending June 30, 2017 of \$110,000 as shown on Page 51 of the annual audited financial report and the actual amount was \$2,130,631 or \$2,020,631 in excess of the amount of revenue that was anticipated. He noted \$110,000 was also budgeted on Page 16 of the 2018/2019 budget book. He stated as he put this together, he could not look at the year ended June 30, 2018 because the annual audited financial report was not yet available. He noted the excess of interest earned of \$2 million dollars contributed to the \$3.2 million-dollar net increase in the general fund for that year. He stated if they had a general fund of \$30 million dollars, as reported in the annual audited financial report, that could be at least \$900,000 of interest income at 2018/2019 at only 3%, but they continue to see that amount as only \$110,000. He stated he's sure the Town gets more than 3% on its funds.

Mr. Young spoke about Other Post-Employment Benefits (OPEB), which for this town seems to be only the health care benefits for those that have left the Town's employment or their spouses. He stated the Town's actuary computed net liability for those that have left the Town through June 30, 2017 was \$42.8 million dollars. He noted as indicated on Page 57 of the June 30, 2017 audit report it represents more than 57% of the covered payroll. As shown on Page 48 of the annual report of June 30, 2017, the Town recognized OPEB expense of \$34.6 million dollars for the plan. He noted many companies today are substantially reducing their post-employment health benefit. He questioned whether the Town is negotiating in this direction for new and current employees.

He stated it was good to see that there's real progress on the St. James roads project and the expected starting date to be April 2019. He noted about a month ago, there was mention about the reduction of the width of St. James. He questioned if this is advisable with cars parking on both sides of this main artery between Elm Street and Brainard Road and cars driving in both directions. He feels the last thing they need is a reduction of that road from 36 feet to 30 feet just to make it uniform. He noted it's better to raise this issue now rather than later after the digging starts. He stated his belief the road should remain unchanged.

Mr. Young referred to the JFK Middle School project and suggested moving all the students to Fermi during construction. He noted this will shorten the length of the project and be safer. He stated his hope this will be looked at.

He stated he looked at the August 22, 2018 list of delinquent taxpayers, and there are at least two property owners appearing in multiple years. He noted Save Our Strand, Inc. owes the Town about \$132,000 for which the Town provided services such as fire, police, etc. He stated he realizes the Town of Enfield acquired that property as of March 21, 2018. He questioned if this is in full settlement of the \$132,000 debt. He stated since they're still listed as owing the Town as of August 22, 2018 how is this debt being collected or is it worthless. He noted if they can't collect directly, is it possible to attach the owner's bank accounts or some other actual action taken against them as liens. He noted this has been on the current list for over 15 years without payment. He went on to note it would be great to demolish that building and create a parking lot for this area if nothing else is going on.

Mr. Young stated the second property owner is Titanium Properties Connecticut, LLC from Milford, and they owe about \$68,000 over the past few years. He noted it seems they spent \$1.1 million dollars buying vacant lots for development in the past few years, and they've only paid for part of the year 2015. He noted this land is in the area of beautiful homes near the back of the Enfield High School. He questioned why those taxes are not being collected. He questioned if the Town has something in place that all monies owed will be paid even if only one completed lot is sold. He noted they seem to be speculating on the construction of more beautiful homes and putting the Town on hold until they are done. He stated this makes him angry because he is not a bank, nor are other taxpayers in Enfield. He noted this is not a good precedent, and it seems similar to an unauthorized reverse mortgage for speculators.

He questioned whether the Thompsonville Revitalization Committee looked at the Goodwin Development Trust Model for improving the quality of life in a neighborhood such as Thompsonville. He noted this could be the type of plan Thompsonville needs where community involvement in the area benefits the citizens of that area.

Mr. Young stated somehow, they should support the \$700,000 needed to get the school roofs completed. He stated his understanding from prior meetings that this would be mostly reimbursable by the State. He noted perhaps all the additional interest that they haven't budgeted for and will probably get could be used in a positive way.

He referred to the August 22, 2018 delinquent real estate taxpayer list and noted one of the delinquent taxpayer's total taxes due, plus other charges were off by \$10,261. He noted he checked the grand total page, and it was off by \$7,747. He stated this should be looked at because there must be more than one taxpayer whose total is incorrect, or a column is missing, or there's a program error.

Mr. Young stated they must put some teeth into the collection of delinquent taxes and not just the application of liens, which have shown do very little. He noted generally, if a person owes motor vehicle taxes and wants to register a car, it would not happen until they paid the back tax. He suggested a policy that no delinquent taxpayer can appear before a land use board or get building permits from the Town until they settle their back taxes on all properties they own.

COUNCILOR COMMUNICATIONS & PETITIONS

Councilor Unghire congratulated Explorers Post 820 on their family night ceremony at Mt. Carmel this past weekend. She noted there were several promotions and awards that evening.

Councilor Deni stated he's looking for answers about moving students to the Annex during the JFK project.

He stated he does not want Town Council members or Town employees serving on a Blight Review Committee. He noted he prefers there be only residents on this committee.

Councilor Deni stated the dates/times should be changed for the meetings of the Facilities and JFK Committees because there are members who serve on both committees. He added his belief a member should not be serving on both committees because it could be a conflict of interest.

Councilor Szewczak stated they are looking at moving the JFK Committee meeting to Wednesdays. She noted she originally asked for more liaisons and to have more integration between Facilities and the JFK Committee because a lot of the things going on in Facilities would require re-use of buildings, and re-use of the Annex is a significant factor in how this Town will move forward.

MOTION #4846 by Councilor Szewczak, seconded by Councilor Cekala to suspend the rules to address under Miscellaneous Items 14 A1, A2, B1, E, F, G, H, I, J and K.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4846** adopted 8-0-0.

Councilor Cressotti agreed with Councilor Deni about the Facilities and JFK Committees.

He stated the Police Explorer's night was an outstanding event. He commended Officer Pedemonti and his crew for their work in this program.

Councilor Cressotti stated Bridge Lane residents are very happy with the stone work being done on the culvert. He thanked Donald Nunes and his department for this work.

Councilor Cekala stated she does not want to discourage people from volunteering on the Joint Facilities or JFK Committee. She stated she's unsure moving the days or times of these committees will be the right answer since these are very labor intensive and so important and people serving on both committees may become burnt out.

She questioned when the North Central Health District representatives will be coming before the Town Council.

Councilor Szewczak stated none of the voting members of the JFK Building Committee are also members of Facilities. She noted it's the liaisons that are pulling double duty. She stated her belief they are pulling double duty because they're trying to keep track of maintenance and building usage.

Councilor Szewczak questioned when they will hear more about a Facilities Manager, who would be a staff person.

Councilor Davis thanked George Young for his research and dedication.

She requested someone answer the questions that Mr. Young raised during his comments, i.e., the Save the Strand question.

TOWN MANAGER REPORT & COMMUNICATIONS

Mr. Bromson stated they will look into the Save the Strand question to see what the agreement was.

As concerns Councilor Szewczak's question about a Facilities Manager, Mr. Bromson stated there was a recommendation by Novak to have a Facilities person. He noted they are going out for an RFP to get a consultant to look at consolidation. He stated if they're going to consolidate buildings, a new middle school and roof work, they need someone to keep track of things to be sure maintenance and repairs are being done. He noted there will be a very tight budget, therefore, it will depend on what the state does and how other things go as to whether this position can be funded.

Mr. Bromson referred to the acquisition of surplus military equipment and noted they've acquired quite a few very important pieces of equipment totaling around \$13,000 in value. He stated the Police Department has a kitchen area for the police officers and all the utilities need replacement. He noted they were able to acquire a new stove at no cost, and that stove is valued at \$7,600. He stated they also acquired shooting mats, elliptical equipment, and a refrigerator for their kitchen.

Chairman Ludwick questioned if there's a way the Town could purchase an old Humvee and give it to one of their young entrepreneurs and let them do duck tours on the Connecticut River for birdwatching. Mr. Bromson stated that's not the type of equipment that's been available, however, they can be on the lookout for such equipment.

Mr. Bromson stated he is coordinating with the North Central Health District to come before the Council in the near future. Chairman Ludwick suggested Councilmembers email the Town Manager any questions they may have for the North Central Health District.

TOWN ATTORNEY REPORT & COMMUNICATIONS

Attorney Elsdon referred to the Blight Review Committee and stated it might be helpful to send everything to the Development Services Committee, so they can look at this a little more closely, and the Council can determine specifically what type of membership they want on this committee.

Attorney Elsdon stated they have been talking to the Finance Director, the Assessor and the Director of Development Services regarding putting together guidelines for tax abatement. She noted they did put something together and that will be reviewed by the Town Manager, and it will then be passed onto Development Services.

She stated they are doing a review of other communities as to how they handle unregistered motor vehicles so that tax aspect can be looked at separately.

Attorney Elsdon stated there's an annual seminar held at Wesleyan for land use staff and this is put on by attorneys and other planners throughout the state. She stated this is a very comprehensive, day-long seminar, and it's at a very low or no cost. She noted that information will be sent out, so people know about it.

Councilor Deni stated he has seen a house on the corner of Post Office and Wagon Roads, which he considers to be the biggest blight he's ever seen. Councilor Cressotti stated he saw law enforcement visiting that property. He requested the Town Manager learn what the complaint might have been.

REPORT OF SPECIAL COMMITTEES OF THE COUNCIL

Councilor Muller stated the JFK Building Committee had its first meeting last Thursday. He noted there are eleven, well-qualified enthusiastic people on this committee, and he feels fortunate to be part of it. He noted that committee will be coming up with an RFQ for an architect as soon as possible. He stated there's a procedure that must be followed in order to receive the 71.71% reimbursement from the State, and this is called a QBS procedure (Quality Based Selection). He noted once an architect is on board, there are certain deadlines to meet. He stated a construction administrator will need to be hired. He noted another procedure the committee will be following

is the CMR (Construction Manager at Risk), and the committee also hopes to apply for the fast track with the State of Connecticut, which they received on the high school project.

Councilor Unghire stated the Enfield Together Coalition, along with Youth Service and the faith community have been doing a lot of work. She noted it's a great group of people, and they're working very hard. She noted one of the churches in Enfield is the Ministries of Love and Hope, which is located at 75 Church Street, and they will be offering Narcan training on Tuesday, January 29 at 6:30 p.m. She noted this committee is putting together an underage drinking notice that they will offer to all Enfield churches to put in their bulletins. She stated they're also putting together a resource list, and they want to distribute that to all the churches in Enfield.

Councilor Szewczak stated at the Facilities meeting it was decided they'd like to pursue the path to complete the Henry Barnard roof and over the summer start design on the Eli Whitney and Hazardville Memorial roofs. She noted they will have funding information soon.

OLD BUSINESS

APPOINTMENTS

MOTION #4848 by Councilor Szewczak, seconded by Councilor Muller to remove Item C1 and C2 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4848** adopted 8-0-0.

MOTION #4849 by Councilor Szewczak, seconded by Councilor Muller to accept the appointments of Mary Scutt and Linda DeGray to the Capitol Region Council of Governments Regional Planning Commission for terms which expires 12/31/2019.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared acceptance of the P&Z appointments of Mary Scutt and Linda DeGray to the Capitol Region Council of Governments Regional Planning Commission by an 8-0-0 vote.

All other appointments remained tabled.

NEW BUSINESS

There were no appointments under New Business.

Item E. remained on the agenda.

ITEMS FOR DISCUSSION

Items L. and M. remain on the agenda.

All other items were moved to Miscellaneous.

MISCELLANEOUS

Consent Agenda

- Transfer \$1,000 Enfield Child Development Center Training
- Transfer \$600 Enfield Child Development Center ServSafe Training

MOTION #4850 by Councilor Szewczak, seconded by Councilor Cekala to accept the Consent Agenda.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4850** adopted 8-0-0.

RESOLUTION #4851 by Councilor Muller, seconded by Councilor Deni.

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

TO:		FROM:		
Planning & Zoning (Zoning Enforcement to FT)		Public Works Administration		
Salaries	10606100-511000	\$17,815	Salaries-PT	10300100-512000 \$31,200
Stipend	10606100-516000	535	Social Sec.	10300100-522000 1,934
Life Insurance	10606100-521500	97	Medicare	10300100-522100 452
Social Security	10606100-522000	1,105		
Medicare	10606100-522100	259		
Code Enforcement			Intragovernmental Transfers	
Salaries-Part-Time	10606900-512000	11,819	WPC Transfer In	10040000-488012 33,586
Social Security	10606900-522000	732		
Medicare	10606900-522100	171		
Human Resources (Safety Officer)				
Salaries-Part-Time	10170000-512000	25,000		
Social Security	10170000-522000	1,550		
Medicare	10170000-522100	363		
Town Manager (Hearing Officers)				
Other Prof. Services	10120000-550000	7,726		

TO:		FROM:	
Water Pollution Control		Water Pollution Control	
Fund Transfers	21003350-593000	33,586	Salaries-PT 21003350-512000 31,200
			Social Sec. 21003350-522000 1,934
			Medicare 21003350-522100 452

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 3, 2019.

/s/ John Wilcox, Director of Finance

Mr. Bromson stated they advertised for an Environmental Health & Safety position, but they did not get any applicants. He stated Gregg Gabelle held this position before he became a Deputy Director. He noted instead of one position, they broke it down to where they believed it could be used much more beneficially. He explained the Environmental Health & Safety position was just for Public Works, but now they're creating a part-time Safety Officer at \$26,000, who will aid all departments. This position will work under the direction of the Human Resource Director because Human Resources must provide and file anything with OSHA or the State for workers' compensation injuries. He noted this position will investigate to determine the cause of an accident, and it will also be responsible throughout the town for safety, tests and drills and be a liaison with OSHA. He noted this will also provide for a third Property Maintenance Inspector, which would also be a part-time position with no benefits, and this will augment the blight officers. He stated Development Services indicated they can use a full-time Zoning Enforcement Officer, and he agrees since this will provide adequate staff to address issues.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4851** adopted 8-0-0.

RESOLUTION #4852 by Councilor Cressotti, seconded by Councilor Muller.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter, the Enfield Town Council does hereby amend the Zoning Enforcement Officer job description.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4852** adopted 8-0-0.

RESOLUTION #4853 by Councilor Muller, seconded by Councilor Cressotti.

RESOLVED, that in accordance with Chapter VII, Section II of the Town Charter the Enfield Town Council does hereby adopt the new job description for the position of Safety Officer.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4853** adopted 8-0-0.

RESOLUTION #4854 by Councilor Muller, seconded by Councilor Deni.

WHEREAS, the Town of Enfield owns the property located at 96 High Street, also known as 100 High Street, Lot 131 on Assessor's Map 25; and

WHEREAS, pursuant to Conn. Gen. Stat. 7-163e the Town Council held a public hearing on April 16, 2018; and

WHEREAS, pursuant to Conn. Gen. Stat. 8-24, at its April 5, 2018 meeting, the Enfield Planning and Zoning Commission made a positive recommendation to the Council regarding the lease with option to purchase the property; and

WHEREAS, the current lease with the Opera House Players, Inc. expired on December 31, 2018; and

WHEREAS, the Town Council wishes to enter into a new lease with option to purchase for two years,

NOW, THEREFORE, BE IT RESOLVED, the Town Manager, Christopher W. Bromson, is authorized to enter into and sign the Lease with Option to Purchase with the Opera House Players, Inc. in the name and on behalf of the Town of Enfield, subject to review and approval by the Town Attorney.

Mr. Bromson thanked the Town Attorney for reviewing this and making some changes going forward. He noted there's been a significant change in the lease. He pointed out previously it was for a dollar a year, and it was agreed that for the first year of the lease going forward, they will pay \$750 per month and the second year, they will pay \$1,000 per month. He stated his belief this shows good faith in that the Opera House Players are helping the Town offset the cost of investing in them and making them a success. He stated this shows good will on their part, and this is responsible to the taxpayers that the Opera House Players are contributing as well.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4854** adopted 8-0-0.

RESOLUTION #4855 by Councilor Cekala, seconded by Councilor Muller.

WHEREAS, this grant provides reimbursement for the Emergency Management Director, partial reimbursement for staff support, and operational expenditures such as office supplies.

RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign and submit the grant application in the name and on behalf of the Town of Enfield with the State of Connecticut Division of Emergency Management and Homeland Security and to affix the Corporate Seal.

Mr. Bromson stated this is a yearly grant that the Town submits, and they do it in arrears for the next year. He noted this is in the amount of \$40,533, and this is money that offsets the cost of the stipend that they give to the Emergency Management Director, people in communications who liaison, shelter materials and purchases some items for the CERT team.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4855** adopted 8-0-0.

RESOLUTION #4856 by Councilor Deni, seconded by Councilor Cressotti.

WHEREAS, CRCOG receives federal grant money from the State of Connecticut Department of Emergency Services and Public Protection; and

WHEREAS, this grant provides funding for six regional set aside projects: Regional Collaboration, CT Intelligence Ctr., Metro Medical Response Team, Citizen Corps (CERT) and Medical Preparation Response.

RESOLVED, that the Town Manager, Christopher W. Bromson, is authorized to sign the above referenced Memorandum of Agreement with the State of Connecticut Department of Emergency Services and Public Protection and to affix the Corporate Seal, in the name and on behalf of the Town of Enfield subject to review and approval by the Town Attorney.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4856** adopted 8-0-0.

RESOLUTION #4857 by Councilor Muller, seconded by Councilor Cressotti.

BE IT RESOLVED, the Enfield Town Council does hereby appoint Maria S. Elsdon as Town Attorney for the Town of Enfield effective January 7, 2019 for a term which expires December 31, 2019.

BE IT FURTHER RESOLVED, that the Enfield Town Council does hereby authorize Mayor Mike Ludwick to sign the employment agreement with Maria S. Elsdon as Town Attorney for the Town of Enfield.

Councilor Cekala thanked Attorney Elsdon for stepping into this position. She noted she has done a wonderful job.

Chairman Ludwick stated Attorney Elsdon has a perfect personality for this town. He noted she's calm, even-handed, and she gets right to the point in a very eloquent way. He agrees she has done a great job, and the Council appreciates the fact she wishes to take on this job. He noted he looks forward to working with Attorney Elsdon for the next year and hopefully beyond.

Attorney Elsdon stated she appreciates the support over the last two months, and she also appreciates the vote of confidence.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4857** adopted 8-0-0.

PUBLIC COMMUNICATIONS

There were no comments from the public.

COUNCILOR COMMUNICATIONS

There were no comments from the Council.

ADJOURNMENT

MOTION #4858 by Councilor Muller, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4858** adopted 8-0-0, and the meeting stood adjourned at 8:25 p.m.

Appended to minutes of
January 7, 2019 Regular
Town Council Meeting
See Page 10

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:	Enfield Child Development Center Professional Development	22040432-532200	\$ 1,000
FROM:	Enfield Child Development Center Instructional Supplies	22040432-561100	\$ 1,000

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 7, 2019.

_____ John Wilcox, Director of Finance	_____ Date:
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:	Enfield Child Development Center Professional Development	22040432-532200	\$ 600
FROM:	Social Services Administration Other Professional Services	22040001-533900	\$ 600

CERTIFICATION: I hereby certify that the above-stated funds are available as of January 7, 2019.

_____ John Wilcox, Director of Finance	_____ Date:
APPROVED BY: _____	Town Manager Date: _____

Appended to minutes of
January 7, 2019 Regular
Town Council Meeting
See Page 11

**TOWN OF ENFIELD
JOB DESCRIPTION
PLANNING DEVELOPMENT**

ZONING ENFORCEMENT OFFICER

GENERAL STATEMENT OF DUTIES: Performs technical work in enforcing local and state regulation regarding zoning and land use matters. Investigates complaints of zoning violations and administers the Town's zoning regulations. Serves as designated agent of the Town's Planning and Zoning Commission in all enforcement actions. Acts as the Town's Inland/Wetlands Officer.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Development Services or his/her designee.

SUPERVISION EXERCISED: None.

ESSENTIAL JOB FUNCTIONS: Conducts and is responsible for the review of all private and governmental plans and projects as they may relate to applicable zoning regulations; conducts field inspections as needed to determine compliance with the zoning ordinance; makes contact with the general public to interpret, answer and advise of violations and complaints and pursues them to resolution in conformance with departmental procedures and with an emphasis on public relations; uses constable powers to enforce the zoning ordinance; recommends and writes changes to the zoning ordinance; prepares reports of violations and complaints; reviews plot and building plans accompanying applications for building permits for conformance to all zoning and inland wetland regulations, issues zoning permits and advises applicants of violations or deficiencies; conducts monthly inspections of all Special Development Districts to determine continued compliance with Zoning and Town Council imposed conditions; input into the determination of bonds for project, processes the submission and release of bonds for projects; reviews building permits to ensure zoning compliance; has extensive contact with the public as well as attorneys, engineers, architects, and land surveyors, to interpret, answer and advise on matters related to the zoning ordinance; conducts inspections as required by the Planning and Zoning Commission and the Zoning Board of Appeals which involves reviewing the minutes for legal accuracy; regular and punctual attendance.

OTHER JOB FUNCTIONS: Attends meetings of the Planning and Zoning Commission, Inland Wetlands and Waterways Agency and the Zoning Board of Appeals and other federal, state or local agencies; performs 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 of this job.

The work is performed mostly in office settings. Some outdoor work is required for inspections. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee is occasionally required to stoop, kneel, crouch, stand, walk, use hands to finger, grasp, handle or feel objects, tools or controls.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment 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.

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

Performs highly complex and varied tasks requiring independent knowledge.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Knowledge of the principles and practices of municipal planning and zoning; ability to analyze, interpret and administer the provisions of the zoning ordinance; ability to read, interpret and analyze plans and specifications with respect to zoning requirements; ability to enforce in an equitable manner, the zoning requirements of the Town; ability to read and interpret plot plans, maps, blueprints, drawings and zoning regulations; ability to establish an effective work relationship with the public and associates; ability to express ideas effectively in oral and written form to associates, the general public and appointed boards or commissions; ability to organize materials and present information in legal procedures.

EXPERIENCE AND TRAINING: Bachelor's degree in planning, law, geography, land use, public administration or zoning enforcement or a related field or minimum of two

(2) years of zoning enforcement experience; or any equivalent combination of training or experience. Certification as Zoning Enforcement Official by the Connecticut Association of Zoning Enforcement Officials after completing training through the Connecticut Association of Zoning Enforcement Officials (CAZEO). Must be certified within one (1) year of appointment, or, at the earliest date based on scheduling of the CAZEO certification course. Must possess a valid motor vehicle license.

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: January 7, 2019

**TOWN OF ENFIELD
JOB DESCRIPTION
SAFETY OFFICER**

GENERAL STATEMENT OF DUTIES: Performs professional duties in assisting with the management and continuous improvement of the Town's overall safety program. Works with all Town departments to help assess and minimize safety risks across Town staff, activities, equipment, facilities and properties.

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

SUPERVISION EXERCISED: None

ESSENTIAL JOB FUNCTIONS:

- Assist in developing, implementing and maintaining Town-wide safety programs, systems, and policies to assure compliance with safety laws and regulations;
- Ensure hazard/risk assessments are completed and current, and controls in place for all department activities;
- Conduct safety audits and inspections of Town programs, equipment, activities and facilities;
- Solicit and follow-up on safety-related concerns from Town staff;
- Provide technical advice and assistance on safety issues as requested;
- Serve as liaison with safety regulatory agencies, such as state and Federal OSHA;
- Maintain and ensure the accuracy, completion and filing of the OSHA log;
- Assist in timely and thorough follow-up to regulatory inquiries and inspections;
- Assist in developing, coordinating, delivering and tracking safety training and communications for Town personnel;
- Ensure accidents/incidents/near misses involving Town employees and property are promptly reported and thoroughly investigated. Assist departments with identification of appropriate root causes, corrective and preventative actions and follow-up on such action;
- Monitor corrective and preventative actions for completeness and effectiveness;
- Present major safety concerns/issues and proposed methods to address such issues to department director;
- Monitor government safety-related regulatory and legislative developments and communicate applicable developments to potentially affected Town staff;
- Ensure all Town sponsored field activities comply with applicable safety rules and regulations;
- Actively participate on Town Safety Committee(s).
- Regular and punctual attendance;

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

MINIMUM QUALIFICATIONS:

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

EXPERIENCE AND TRAINING: Background in safety, risk management, accident investigations, law enforcement investigations or related field. Candidate should possess excellent computer, written and verbal communication skills. Highly Desirable: Former police officer experience.

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

Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Candidate should possess a valid driver's license.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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

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

Noise level in the work environment is usually quiet. Makes field visits to project sites as required. Employee must be physically capable of moving about among Town owned facilities and properties, including under adverse field conditions.

The following duties are typical of this job description and intended only to describe the various types of work that may be performed, the level of technical complexity of the assignments(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the job description or is similarly or closely related to another duty statement to address business needs and changing business practices. Adopted: January 7, 2019