

**ENFIELD TOWN COUNCIL  
MINUTES OF A PUBLIC HEARING  
MONDAY, MARCH 6, 2017**

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, March 6, 2017 at 7:02 p.m.

**ROLL-CALL** – Present were Councilmen Arnone, Bosco, Cekala, Davis, Deni, Edgar, Falk, Kaupin, Ludwick and Szewczak. Councilor Lee was absent. Also present were Town Manager, Bryan Chodkowski; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Community Development, Peter Bryanton

Chairman Kaupin read the notice of Public Hearing, which was published in the Hartford Courant on Friday, February 24, 2017 as follows:

**TOWN OF ENFIELD  
LEGAL NOTICE - PUBLIC HEARING  
MONDAY, MARCH 6, 2017**

“The Enfield Town Council will hold a Public Hearing in the Enfield Town Hall Council Chambers, 820 Enfield Street, Enfield, Connecticut on Monday, March 6, 2017 at 6:50 p.m. to allow interested citizens an opportunity to express their opinions regarding the **FISCAL YEAR 2017 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM.**”

Chairman Kaupin announced the ground rules for the Public Hearing.

Present to address this item were Director of Community Development, Peter Bryanton and Scott Bertram, Director of the Enfield Housing Authority (EHA)

Mr. Bryanton stated this grant is specifically to do housing rehab or other public facility improvements. He noted in the past Freshwater Pond and commercial façade work was done with CDBG funds, and they’ve done housing rehab since the 1980’s. He went on to note they put in an application last year in conjunction with the Enfield Housing Authority to improve several units in the Green Valley area. He stated they did not get that grant.

Mr. Bertram stated what they are proposing is for the Green Valley and Laurel Park neighborhoods. He explained they would like to re-side 18 buildings as well as do replacement windows and doors, along with some minor remediation. He noted EHA completed eight buildings, and they plan to phase work over a multi-year period. He stated the program is consistent with the EHA’s strategic plan and capital improvement plans for their developments. He noted their goal is for sustainability, and he pointed out these buildings have been in existence for 60 years and have provided housing for

moderate rental families, and they would like to continue that and keep the sustainability going.

Mr. Bryanton stated they believe this project benefits the Housing Authority and the Town in general.

Mr. Bertrand stated this application is for \$550,000, and the EHA is looking to leverage about \$310,000 of its own money to put towards this project.

Rebecca Olsen, 161 Cottage Road

Voiced her support of the EHA application for CDBG funds. She noted this would keep the Green Valley neighborhood attractive.

As no one else wished to speak, Chairman Kaupin closed the Public Hearing at 7:09 p.m.

**ENFIELD TOWN COUNCIL  
MINUTES OF A REGULAR MEETING  
MONDAY, MARCH 6, 2017**

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, March 6, 2017. The meeting was called to order at 7:10 p.m.

**PRAYER** – The Prayer was given by Councilor Falk.

**PLEDGE OF ALLEGIANCE** – The Pledge of Allegiance was recited.

**ROLL-CALL** – Present were Councilors Arnone, Bosco, Cekala, Davis, Deni, Edgar, Falk, Kaupin, Ludwick and Szewczak. Councilor Lee entered at 7:15 p.m. Also present were Town Manager, Brian Chodkowski; Town Clerk, Suzanne Olechnicki; Town Attorney, Christopher Bromson; Director of Social Services, Dawn Homer-Bouthiette; Director of Community Development, Peter Bryanton Director of Human Resources, Steve Bielenda; Deputy Director of Public Works, Billy Taylor; Michael Szlosek, Assistant Director/Business Operations Manager

**FIRE EVACUATION ANNOUNCEMENT**

Chairman Kaupin made the fire evacuation announcement.

**MINUTES OF PRECEDING MEETINGS**

**MOTION #4057** by Councilor Falk, seconded by Councilor Deni to accept the minutes of the February 21, 2017 Special Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4057** adopted 10-0-0.

**MOTION #4058** by Councilor Falk, seconded by Councilor Szewczak to accept the minutes of the February 21, 2017 Regular Meeting.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4058** adopted 10-0-0.

**SPECIAL GUESTS**

Mr. Chodkowski stated this is an opportunity for department heads to come before Council to speak about some of the things being worked on.

Director of Human Resources, Steven Bielenda, spoke about performance evaluations.

Mr. Bielenda stated a committee comprised of Town department directors created an annual performance evaluation system that is effective, efficient and user friendly for directors and supervisors of non-bargaining unit employees.

He explained a performance evaluation is a tool, and if used correctly, fosters communication between the employee and supervisor.

He stated there is an annual form, which can be implemented on an anniversary date with the following seven core standards:

- Customer Service
- Communication, collaboration, interpersonal skills
- Leadership and integrity
- Decision-making
- Initiative
- Job knowledge
- Core competency standards (attendance, punctuality, etc.)

He noted three criteria are as follows:

- Exceeds the standard
- Meet the standard
- Below standard

Mr. Bielenda stated there is also an individual or quick evaluation form, which can be implemented on a moment's notice and can be used for positive recognition, counseling, verbal or written warning, which are the two beginning phases of progressive discipline.

He stated all department heads will use the same form, and there will be consistency. He noted he drafted guidelines for all department heads and supervisors.

Mr. Bielenda stated the Town Manager has to decide whether work performance warrants a merit increase, which is not a COLA increase. He noted if someone is working above and beyond, there needs to be back-up documentation showing that performance warrants a merit increase.

He stated in addition to these performance evaluations, there is some training planned in the areas of customer service and supervisory training.

Councilor Arnone questioned whether there are any forms if an employee wishes to appeal a review. Mr. Bielenda stated an employee has the option of writing their thoughts and feelings, which would be attached to the performance evaluation.

Councilor Arnone stated his belief a policy should list the recourse an employee can take if they don't agree with an evaluation. Mr. Bielenda noted that's included in the guidelines.

Councilor Arnone questioned who evaluates department heads, and Mr. Bielenda responded the Town Manager.

Councilor Szewczak questioned if there's a similar procedure for union employees. Mr. Bielenda stated in order to implement this with bargaining employees, it would have to be negotiated into the contract.

Councilor Szewczak referred to non-union employees and questioned if the COLA will be based on the actual COLA or on the average union wage increase. Mr. Chodkowski stated when they put together the last set of wage increases, the only reference that could be found specific to the State of Connecticut was from the teachers' union, and that's where they received the 1.5%, and that was the metric they used.

Councilor Ludwick stated he supports merit evaluations, however, at times this allows managers not to do their jobs because it may be the easy way out by saying everyone is meeting expectations. He noted in theory everyone gets a raise. He added his belief there has to be more than an annual evaluation. Mr. Bielenda stated that's the purpose of the individual or quick evaluation form.

Mr. Chodkowski stated in those instances where a request is made for an employee to get an increase above and beyond or no increase at all, there has to be documentation supporting that.

Councilor Deni stated this is a step in the right direction. As concerns the COLA increase, he feels department heads should be separate from regular employees.

### **PUBLIC COMMUNICATIONS & PETITIONS**

Alfred Courchesne, 460 Hazard Avenue

Stated old-fashioned light posts were put in the Hazardville section of Enfield in 2000. He noted one lamp post was broken about 13 years ago and was never replaced. He stated the broken base is still sitting there. He stated he would like to see the light post replaced or the base removed so that area looks nicer. He went on to note a section of sidewalk east of his property was washed out and not repaired, and he requested that be addressed. He stated a retaining wall in this area would prevent undermining of that walkway.

### **COUNCILOR COMMUNICATIONS & PETITIONS**

Councilor Lee stated the Conservation Commission will have a Farmland Preservation speaker at their March 14<sup>th</sup> 7:00 p.m. meeting in the Enfield Room.

**MOTION #4059** by Councilor Lee, seconded by Councilor Falk to suspend the rules to address under Miscellaneous Items 14 A1, B2, E, G and H.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4059** adopted 11-0-0.

Councilor Lee stated Enfield will be a Project Purple Community on March 20 and 21. He explained Project Purple was an initiative that was developed by Chris Herren and the Herron Project. He noted Mr. Herren leads this not-for-profit foundation, and he was an NBA basketball player from Fall River, who played several years with the Celtics. He stated Mr. Herron was involved with substance abuse, which ruined his career, and he has re-made himself and is taking a very invigorating message to high school students and communities to assist individuals, families and communities struggling with addiction. He noted this two-day effort in Enfield is being sponsored by the Enfield Together Coalition, Enfield Youth Services, Rachel's Challenge and Enfield Public Schools. He stated the Chris Herren event will take place at 7:00 p.m. on March 20<sup>th</sup> at Enfield High School, and the youth in the school have an on-going effort the following day when Mr. Herren will be doing workshops within the high school.

Councilor Ludwick stated Travelers, Aetna and The Hartford are donating fifty million dollars over the next five years to help Hartford with its budget situation. He congratulated employees from those companies who live in Enfield.

Councilor Ludwick stated basketball players from Grades 4 through 8 at St. Bernard's and St. Martha's did a great job at the Buckley High competition yesterday. He noted they represented the Town of Enfield very well.

Chairman Kaupin stated this afternoon he and Councilors Davis and Deni were at Town Hall to witness a presentation from Congressman Courtney and the Veterans Affairs Department to Ernie Maynard, a veteran who served in both World War II and Korea. He was awarded the Belgian Fourragere shoulder cord, which is from the Belgian government to thank him for being part of the liberation of Belgium. He noted Mr. Maynard not only served his country, but he also serves Enfield as a volunteer.

Chairman Kaupin stated tomorrow night the Enfield Police Department will be having their auxiliary police officer swearing in ceremony at 7:00 p.m. at the Police Department. He noted auxiliary police donate their time to help support the Police Department.

He stated on March 20<sup>th</sup>, the Enfield Police Department will be holding their second annual pasta supper to benefit the Special Olympics of Connecticut, and this will be held from 4:00 p.m. to 7:00 p.m. at Mt. Carmel. Tickets are \$10.00 per person and are available for purchase at the Police Department or at the door.

Chairman Kaupin stated on March 20<sup>th</sup>, the second annual Scantic Spring Splash pre-race party fundraiser will be held at the Powder Hollow Brewery from 6:00 p.m. to 9:00 p.m. Tickets are \$20, which will pay for one complimentary adult beverage and a taco bar feast. The annual canoe and kayak race will be held on Saturday, March 25<sup>th</sup>.

## **TOWN MANAGER REPORT & COMMUNICATIONS**

Mr. Chodkowski stated the Council has within their packets the Projects & Activities Report.

He stated if the Council has any budget areas they would like staff to look at, an email should be sent to his office.

## **TOWN ATTORNEY REPORT & COMMUNICATIONS**

Attorney Bromson stated he had no formal report this evening.

## **REPORT OF SPECIAL COMMITTEES OF THE COUNCIL**

### **Enfield High School Renovation Building Committee**

Councilor Szewczak stated she attended the Girls' basketball game, and she found the gym lighting phenomenal.

### **JFK Pre-Referendum Committee**

Councilor Arnone stated the Committee just selected the environmental consultants.

Councilor Lee stated Development Services will be in touch this week for a round of dates.

## **OLD BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**MOTION #4060** by Councilor Edgar, seconded by Councilor Arnone to remove Item #2 from the table.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4060** adopted 11-0-0.

**NOMINATION #4061** by Councilor Edgar to appoint Kelly Coles (D) to the Clean Energy Committee for a term which expires 3/17/18.

**MOTION #4062** by Councilor Szewczak, seconded by Councilor Bosco to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4062** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Kelly Coles appointed to the Clean Energy Committee by an 11-0-0 vote.

All other Old Business items remained tabled.

## **NEW BUSINESS**

### **APPOINTMENTS (TOWN COUNCIL)**

**NOMINATION #4063** by Councilor Cekala to appoint Marcy Taliceo (D) to the Inland Wetlands and Watercourses Agency for a term which expires 6/30/17.

**MOTION #4064** by Councilor Deni, seconded by Councilor Arnone to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4064** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared the vote for Marcy Taliceo defeated by a 5-5-1 vote, with Councilors Falk, Kaupin, Lee, Szewczak and Bosco voting against. Councilor Ludwick abstained.

### **ITEMS FOR DISCUSSION**

#### **Discussion/Resolution: Resolution Authorizing the Town Manager to Enter Into Agreement with Department of Energy and Environmental Protection**

Mr. Chodkowski stated legislation was sent to the Town Attorney's office for review, and the packet went out prior to staff getting comment back from the Town Attorney's office. He noted they had expressed some concern about the language contained in this legislation. He stated this will be brought forward at the next Council meeting.

### **MISCELLANEOUS**

**MOTION #4065** by Councilor Arnone, seconded by Councilor Szewczak to accept the Consent Agenda. \$14,000 Transfer of Funds – Green Manor Parking Lot

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4065** adopted 11-0-0.

**RESOLUTION #4066** by Councilor Falk, seconded by Councilor Lee.

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



TO: DPW Highway Division

Overtime	10300370-514000	\$40,000
Snow Plow Contractors	10300370-542200	\$40,000
Maintenance & Building Supplies	10300370-561400	\$40,000

FROM: DPW Buildings & Grounds Division

Natural Gas	10300340-562100	\$120,000
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**CERTIFICATION:**

I hereby certify that the above-stated funds are available as of February 24, 2017.

/s/ John Wilcox, Director of Finance

Councilor Arnone stated his impression that everything is right on par with the last three years.

Councilor Deni questioned why the overtime is a little higher. Business Operations Manager, Michael Szlosek stated overtime is high due to the timing of the storms. Councilor Arnone added it's a little deceiving because there haven't been many snow storms this year, and this is from July to July.

Councilor Bosco stated since they have \$120,000 left over, perhaps they could look at that during budget season since it's going to be a tight budget.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4066** adopted 11-0-0.

**NOMINATION #4067** by Councilor Szewczak to appoint Debbi Kruzel (R) to the Patriot Award Committee for a term which expires 6/31/17.

**MOTION #4068** by Councilor Lee, seconded by Councilor Bosco to close nominations.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4068** adopted 11-0-0.

Upon a **ROLL-CALL** vote being taken, the Chair declared Debbi Kruzel appointed to the Patriot Award Committee by an 11-0-0 vote.

**RESOLUTION #4069** by Councilor Arnone, seconded by Councilor Falk.

WHEREAS, federal monies are available under the Connecticut Regional Brownfield Development Grant Program, administered by the State of Connecticut, Department of

Economic and Community Development pursuant to Public Law 93-3 83, as amended; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Economic and Community Development is authorized to disburse such federal monies to local municipalities; and

WHEREAS, the Town of Enfield has approved to receive State grant funds in the amount of \$550,000 in order to undertake a Brownfield Redevelopment Project at the property known as 98 Prospect Street (the "Property"); and

NOW, THEREFORE, BE IT RESOLVED, by the Enfield Town Council:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of the Connecticut General Statutes; and
2. That the Town Manager, Bryan R. H. Chodkowski, is hereby authorized and directed to enter into the Assistance Agreement with the Commissioner of the Department of Economic and Community Development, the Pass Through Agreement with the Enfield Community Development Corporation, and any other such documents as may be required by the Commissioner, and any amendments, rescissions, and revisions thereto, subject to review by the Town Attorney, and to act as the authorized representative of the Town of Enfield.

Councilor Arnone questioned what was the main brownfield pollution on the site. Mr. Bryanton responded gasoline and diesel fuel, coal, arsenic, PCB's, etc. He noted this was a very dirty site. He noted they have been working on this for about six years, and he believes the Town's ability to get grant money to work on this project has been very helpful and saved the Town of Enfield a lot of money. He stated when this is finished, it will put almost a full acre back into use.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4069** adopted 11-0-0.

**RESOLUTION #4070** by Councilor Ludwick, seconded by Councilor Szewczak.

RESOLVED, that the Town Manager, Bryan R. H. Chodkowski, is authorized to enter into and amend contractual instruments, subject to review and approval by the Town Attorney, in the name and on behalf of the Town of Enfield with TaxServ Capital Services, LLC and to affix the Corporate Seal.

Ms. Homer-Bouthiette explained ECDC carries debt at the end of every year for families who leave and don't provide a two-week window for notification. She noted the Tax Assessor's Office provided the names of three different debt collection agencies, and all three were contacted. She stated TaxServ had the experience to do both tax and non-tax collection, and they checked their references. She noted TaxServ has a recoupment rate of about 60%. She pointed out the contract does not require giving TaxServ any money

because they take a portion, which is 15%, and that figure is the market rate. She stated 26 families owe a total of \$15,838.20.

Chairman Kaupin questioned whether there have been repeated attempts to collect, and Ms. Homer-Bouthiette responded yes, with a low response rate. She noted debt collection is also time intensive, and they believed this might be an opportunity to try a new tool.

Councilor Arnone questioned whether these are low-income families, and Ms. Homer-Bouthiette responded not generally speaking. She stated low-income families may leave with a debt, but it's a minimal amount.

Upon a **ROLL-CALL** vote being taken, the Chair declared **RESOLUTION #4070** adopted 11-0-0.

### **PUBLIC COMMUNICATIONS**

Gina Sullivan, 11 Spier Avenue

Stated about six months ago, a request was out by the Town Council that they were in dire need of volunteers for committees. She feels the vote this evening was very obvious, and it was along party lines with the Republicans voting "no" for the Inland Wetlands seat. She noted the party chair was quoted in the Hartford Courant telling people that if they have legitimate complaints or something to add to the fabric of Enfield, they should join a board or commission. She stated this is what she and Marcy Taliceo tried to do. She acknowledged not everyone agrees, but people learn from each other when there are opposing viewpoints. She stated she's very disappointed. She noted if volunteers are needed that badly, why are people being turned away.

### **COUNCILOR COMMUNICATIONS**

Chairman Kaupin stated it has always been a rule of his that when someone is seeking an appointment to a board or commission they should be current on their tax obligations to the Town of Enfield, and this applicant was not. He noted he communicated with his Democratic colleagues and said that this was a concern, and if someone is going to step up and serve on a board or commission, their number one obligation as a resident or business owner in the Town of Enfield is to pay their taxes. He questioned how someone on a land use board can be making decisions for the Town when they have outstanding obligations to the Town. He stated over the weekend he spoke to Councilor Arnone and said this is not an issue they want to put out publicly, and it was made known the nomination would not be supported because of the tax delinquency. He noted it was conveyed that if they choose to move forward and someone asked the question as to why, whether it be the press or the public, he would respond and say the reasons why. He stated they chose to bring the nomination forward knowing that the Republicans were against this.

Councilor Davis stated she went to the Tax Office today, and her taxes are completely caught up. She questioned when Chairman Kaupin last checked. Chairman Kaupin

responded he has an email from Friday. Councilor Davis stated she checked at 9:00 a.m. today, and she owes nothing. She stated she didn't realize that they are going to check every applicant.

Chairman Kaupin stated the Democrats knew this was an issue on Sunday, and they chose not to update the Republicans. He stated paying taxes is an on-going obligation, and if she in fact paid at 9:00 a.m. today and is up-to-date, that doesn't remove the responsibility that a person has to pay their taxes on schedule. He noted it was listed on the tax delinquency report dated November of 2016, which is posted on the website, and it was a tax that was due July 1, 2016 with interest accruing August 1<sup>st</sup>. He stated that has been a rule for the Council in that if people wish to be appointed to boards and commissions, they need to be current on their taxes.

Councilor Bosco stated he finds it disturbing when he hears talk about a conspiracy because he feels there's only one side involved in a conspiracy, and it's not the Republican side. He feels the Democrats could have spoken to him before the nomination was brought forward instead of trying to make this sound like this is a witch hunt and going against people.

Councilor Davis stated she did reach back and say everything was clear. She noted she does know other people on committees who owe back taxes. She stated if she knew she was supposed to go to the Republicans, she would have, but she thought she should go through a chain of command. She questioned why they're researching this individual. She stated she did not know they were supposed to do this with every person before voting "yes".

Councilor Szewczak stated the application for Republican appointments contains a question regarding taxes.

### **ADJOURNMENT**

**MOTION #4071** by Councilor Falk, seconded by Councilor Szewczak to adjourn.

Upon a **SHOW-OF-HANDS** vote being taken, the Chair declared **MOTION #4071** adopted 11-0-0, and the meeting stood adjourned at 8:25 p.m.

Appended to minutes of  
March 6, 2017 Regular  
Town Council Meeting  
See Page 6

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 Parking Lot Repair		
	Construction Related Services	31008170-535000	
	\$14,000.00		
FROM:	Green Manor Park Improvements		
	Other Property Services	31008851-549000	\$14,000.00

CERTIFICATION: I hereby certify that the above-stated funds are available as of February 15, 2017.

/s/ John Wilcox, Director of Finance      Date: 02/24/2017

Approved By:/s/ Bryan R. H. Chodkowski, Town Manager    Date: 03/01/2017