



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Christopher W. Bromson, Town Manager
DATE: May 17, 2021
RE: Projects & Activities Report
CC: Department Directors

TOWN MANAGER:

Town Hall has reopened to the public effective May 3rd and the Tax and Assessor's office has officially moved to the Enfield Express located at 800 Enfield Street. Masks continue to be required.

Budget FY 2022: During the 4/19/21 Town Council meeting, the Town Council adopted the Fiscal Year 2022 budget. The budget includes a 0% tax increase and no increase in the sewer quarterly charge during the next fiscal year (July 1, 2021 – June 30, 2022).

At the April 19th Town Council meeting, the Council voted to fund the construction of the Higgins Park playground (820 Enfield Street) and a Splash Pad at Parkman School. Both projects were proposed in the budget, however, were voted upon earlier to allow for construction this Summer.

TOWN CLERK:

The Town Clerk's office welcomed new employee Ellen Sidway on April 19, 2021. Ellen comes to us with years of customer service experience and is a valued addition to our team.

We have begun preparations for dog licensing season. Licenses will start being issued on June 1, 2021. Residents can license their dogs by one of following ways:

- Drop Box – Available all hours and located in the back-parking lot of town hall
- Drive-Thru – Enfield Express during the month of June only 9:00am – 5:00pm
- Mail – Include a self-addressed, stamped envelope for the return of paperwork and tags
- In Person – Residents must maintain social distancing and wear masks 9:00am – 5:00pm

All dogs must have a valid rabies certificate on file to be licensed. We return all paperwork.

Town Clerk Sheila Bailey attended a virtual three-day conference hosted by the Secretary of the State's office. Director of Elections, Ted Bromley, presented as well as representatives from the State Elections Enforcement Commission, Connecticut State Library, and the Department of Public Health.

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

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



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The Department of Public Health presented information regarding the FEMA Funeral Assistance Fund for residents impacted with funeral expenses incurred after January 20, 2020 due to the COVID-19 pandemic. Applicants could be eligible for up to \$9,000 per funeral with a maximum of \$35,500 per applicant. The death certificate must indicate the death was attributed to COVID-19. Additional information can be found at the following link:

[COVID-19 Funeral Assistance | FEMA.gov](#)

LIBRARY SERVICES:

Library

The Library is happy to welcome Kimberly Eads as our new Children's Librarian. Among her other duties, her focus will be on outreach to preschool aged children. We have also filled two Page vacancies with Ashton Hamre and Nicole Bacile.

We are moving our Rhyme Times away from virtual and focusing on holding them outdoors on the lawn.

The Enfield Culture and Arts Commission approved a mini-grant to have an art hanging system installed at the Pearl St. Library so that high school students can display their work. The Enfield Historical Society has also loaned a rug that was made at Bigelow Carpet which will be displayed in the adult area.

Head of Reference Services, Samantha Lee, presented a program to the Connecticut Library Association, *There's a Policy for that: Crafting Your Library Privacy Policy*.

Recreation

The Recreation Division is gearing up for a variety of in-person programming this summer! Registration is currently underway for the Camp Ton-O-Fun Summer Care program and the Dolphins Swim Team. Additional programs have just been added and registration for them will begin on Friday, May 14th at 8:00 AM. Offerings include field hockey, track and field, cross country, volleyball, multi-sport camps, babysitter training, chess club, adult yoga and more. Registration can be done online, in-person or by mail. Additional summer program information, including summer aquatics offerings, will be available in late May.

The division is also still accepting employment applications for summer temporary/seasonal positions. Apply online at www.enfield-ct.gov/hr.



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Senior Center

The Senior Center is excited to start hosting card and board games on May 19th when social distancing guidelines are relaxed.

The daytime Program Assistant vacancy has been filled. We are happy to welcome Matt Avezzie to the team.

POLICE:

Facility Build-Out and Regionalized Dispatch: On April 14, 2021 and April 28, 2021, department representatives met with command staff members from the Suffield and Windsor Locks Police Department, in further discussion and assessment of the ability to offer regionalized dispatch services hosted by the Enfield Police Department. These efforts continue and side-by-side comparisons of the departments' labor contracts are underway as the appropriate "next step" in this analysis.

On April 19, 2021, Chief Alaric J. Fox served as a guest speaker in a new program offered by the Enfield United Church of Christ. This program is designed to introduce residents to assorted community leaders and it consisted of a live, one-hour broadcast style interview of the chief on various topics of interest to the community at large.

The department's newest officer, Officer Kelsie Pace, began her service with the Enfield Police Department on Monday May 3, 2021. Officer Pace will complete an in-agency orientation period and she will be administered her formal oath of office on May 17, 2021. Officer Pace will attend the New Britain Police Department (satellite) Training Academy which begins on Friday May 21, 2021.

DEVELOPMENT SERVICES:

Staff continue to work with the John Daly, the new community gardens consultant, to reach out to new/potential gardeners to fill all the community garden beds. Kick-off for planting is scheduled over Memorial Day weekend.

DEVELOPMENT SERVICES – BUILDING SERVICES:

- 99 Printshop - reroof \$241,000
- 135 Hazard Avenue - new building \$316,000
- 1010 Enfield - \$600,000 in work at Alcorn
- 160 Hazard - \$277,000 electrical, plumbing and HVAC for a medical fit out.
- 117 Post Office - \$216,000 in HVAC
- 199 Weymouth - \$36,000 in HVAC
- 20 home PV permits
- Shaker Heights 1 new house \$175,000



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Work Summary

About \$54,460 in revenue for the month with 146 Building permits, 58 electrical permits, 67 HVAC permits, and 32 plumbing permits 19 Photovoltaic permits, 2 Fire suppression permits, for a total of 324 permits for the month. (About \$4.5 million in construction value).

About 113 inspections performed in approximately 20 working days.

HOUSING CODE CASELOAD – Jan-May 2021

As of the reference period noted above, the housing code enforcement caseload is (30) dwelling units with a total of (25) outstanding code violations. The number of housing code violations brought into compliance during that time was (10). At this time, the Office of Community Development Housing Rehabilitation Program consists of: 1. 41-43 Walnut Street 2. 16 New King Street 3. 150 Sherman Road Respectively submitted by Rich Metcalf, Housing Code Officer, Building Department, and (OCD) Project Manager.

DEVELOPMENT SERVICES - PLANNING

PENDING/APPROVED COMMISSION APPLICATIONS

113 North Maple Street – The Planning & Zoning Commission approved 600,000 square foot warehouse building to be built by Winstanley Enterprises at 113 North Maple Street in July 2020. The neighbors filed an appeal to the Connecticut Superior Court. The neighbors and Winstanley were able to come to an agreement, therefore allowing the project to move forward under certain conditions. Winstanley filed the final plans with the conditions of approval for review and signature and are looking to move forward with the project expeditiously once concluded in the courts on May 14, 2021.

Re-Development of the Former Blair Manor Facility – Meadow Manor, LLC has purchased the former Blair Manor Nursing Home and is looking to develop the existing building into 43 apartment units with an expanded parking lot and drainage system. Two applications have been filed. The first application is for a zone change from Residential-44 to a Special Development District. This will require a public hearing which has been set for the virtual May 13, 2021 Planning & Zoning Commission meeting. The second application is a Site Plan Review which does not have a public hearing requirement.

Regulation Update Regarding Limited Office Districts – The Limited Office Overlay District is a zone residential building along State highways and main roadways where homes are not likely to be used for residential purposes anymore. The zone allows for buildings of this character to be reused as small business or medical offices, financial institutions, or person services (salons, barber shops, etc.). A text amendment to the Enfield Zoning Regulations was recently approved allowing buildings greater than 5,000 square feet to be located on properties that are within the Limited Office Overlay District. The amendment also allows Child Day Care Facilities as a use within these districts and allows Child Day Care Facilities to operate with expanded hours of operation.



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The Learning Experience – The property at 11 Shaker Road was at some point rezoned as Limited Office. The Limited Office Overlay District is not usually a zone in and of itself, but rather an added layer of zoning over a Residential Zone. Changing the zone to Limited Office severely limits the use of this property, which is larger than a normal Residential-33 zone or Business Local zone property. An application for a new Child Day Care facility has been filed with the Planning & Zoning Commission and was heard at the May 13, 2021 meeting.

359 Hazard Avenue (Former Hazardville School) – The redevelopment of the former Hazardville Elementary School was approved to allow 10 new apartment units with office/retail and storage space in the basement. There are 20 parking spaces that exist on site which will remain for the proposed uses within the building. No expansion is proposed for the building or the parking lot. The owner of the building also submitted a plan to refresh the outside of the building without changing the historic character of it.

11 Enfield Street – The former Angie’s Stateline Package Store has remained vacant for many years. A new smoke shop will now be located within the building.

54 Hazard Avenue – The Stop & Shop Plaza has two new tenants – a new smoke shop, and a new retail store called Game Xchange.

9 North Main Street – A new church is proposed to be in the same building as the Marylou Strom Community Health Center. This will be heard before the Planning & Zoning Commission on May 13, 2021.

118 Hazard Avenue – The All-American Assisted Living Facility that was approved in September 2020 has received approved the from Office of the State Traffic Authority. They have now filed their final plans to move forward with their project.

90 Elm Street – The Enfield Square Mall subdivided their property in 2019 and in 2020 resulting in 16 total properties. Of those properties, two small parcels were sectioned off along Elm Street for future development. One of those parcels is located between Outback Steakhouse and Friendly’s. The Inland Wetlands & Watercourses Agency recently approved a proposed Popeye’s restaurant with a drive-thru and associated parking for this parcel. The Planning & Zoning Commission will be hearing the application at their May 13, 2021 meeting.

Historic District Regulations Rewrite – The Historic District Commission is working with a consultant to rewrite the Historic District Regulations. The Commission and Planning Staff will be receiving a draft of the regulations for review at the May 26th meeting. Letters went out to residents within the Historic District notifying them about the project. Another round of letters will go out in early June. Public comment will take place at the June 23rd Historic District Commission meeting. The goal is to have the regulations adopted in July of 2021.



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DEVELOPMENT SERVICES – ECONOMIC & COMMUNITY DEVELOPMENT:

2019 Community Development Block Grant (\$250,000): The Enfield Housing Authority went out to bid for the electrical upgrades at Laurel Park on 4/9/21. A pre-bid walk thru took place on 4/23/21 and bids were publicly opened on 5/7/21. A total of 3 bids were received with the low bidder coming in at \$187K. Work is scheduled to be completed within 60 days of issuing the notice to proceed.

2021 CT DECD Municipal Brownfield Grant Application (up to \$222,000): The OCD is in the process of applying for 2 grants totaling \$222,000 to complete the to complete the environmental investigations at the Strand Theater and Levitz Property on North River Street before redevelopment can take place on these properties. The OCD issued an RFP on 5/7/21 to qualified engineering consultants who currently have a renewed contract for On-Call Environmental and Health & Safety Consulting & Engineering Services with the Town of Enfield. The consultant will provide the necessary hazardous building materials inspection, survey, sampling, analysis, reporting, site assessments, subsurface investigations, and remedial design services. A walk thru has been scheduled for 5/19/21. Proposals will be due on June 2nd.

EMS:

In April 2021, EMS responded to 652 calls for service; mutual aid was needed for 41 responses and mutual aid was provided to our neighboring communities 22 times.

The Department is participating in Mass Casualty response planning with the North Central EMS region. This will help ensure that a collaborative and unified system is in place to manage a large-scale incident requiring ambulances from throughout the region.

INFORMATION TECHNOLOGY:

Enfield Public Library Upgrades - The Enfield Public Library is upgrading its Smart Access Manager (SAM) system by Comprise. SAM provides library management functions related to public use computers including PC reservations and print management among other functions. The upgraded system will bring the Library to the current version of the software providing the most up-to-date functionality and security designed for today's technology environment.

SOCIAL SERVICES:

Adult & Community Services

- *Elderly Services* - The Elderly Services Care Coordinator (ESCC) virtually attended the *National Council on Aging 4th Annual Mental Health Awareness Day* conference. The conference included topics of interest such as: Pain management and depression in older adults, behavioral health interventions in older adults and how to combat ageism to promote older adults to successfully age in place. Notable panelists included the Center for Disease Control, the Office of Veteran Affairs, Medicare and the Administration for Community Living. The ESCC continues to receive referrals from local community providers, Emergency Medical Services and the Enfield Police Department that have



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resulted in a combination of office, home and conference calls to ensure case needs are met. CHOICES counseling has begun to pick up as individuals reach retirement age in the community. The ESCC is available to assist individual Medicare or Medicaid needs for clients ages 60 and older. Day-to-day the ESCC manages an ongoing caseload of clients as well as accepting new inquiries from residents.

- *Case Worker* - This is a busy time of year for assisting residents with determining eligibility for tax relief options. Processed 26 Homeowner Tax Exemptions (Circuit Breaker) with 10 additionally qualifying for Veteran's exemption. Additionally processed 48 Renters Rebate applications for the elderly and disabled renters. Those eligible for Medicare Savings Program were provided with the necessary applications and assistance in completing them as needed.
- *Food & Nutrition/Mark Twain* - Mark Twain Congregate residents participated in "Congregate Family Feud" done in collaboration with CRT. Channel 3's Scott Haney was the special "Celebrity" host. The competition was with South Windsor Senior Center. Four residents and the Food & Nutrition Program Manager participated, along with 8-10 additional residents in the audience. CRT was able to sponsor the event on with Grant monies they were awarded to promote socialization during/after the pandemic. Mark Twain won the battle! We continue to serve weekday meals in coordination with CRT, and we prepare home-cooked hot meals each weekend that are served to nearly 50 residents.

Enfield Child Development Center – The Center is currently serving 162 children and numbers are increasing as families are feeling more comfortable enrolling their children back into programs. We are also enrolling for our school age summer program. We are excited to report that children will be able to participate in field trips off-site, while maintaining safety protocols. We are also scheduling vendors and other on-site activities for the summer program. Two of our school age programs were able to attend a field trip at the local Riverside Reptile Education Center during April vacation. It was an enjoyable and educational experience. Preschool and infant/toddler staff continue to engage our families virtually by reading to the classrooms through the smart boards and other unique ways. The Center participated in the Week of the Young Child during April vacation with lots of fun and creative activities. The week of May 3rd was Staff appreciation week and the FEO (Family Educator Organization at Stowe) created daily tokens of appreciation for every staff member in the building.

Family Resource Centers - The FRC has restarted in-person, outdoor *Learning through Play* Groups for children ages birth-five and parents/caregivers at our Stowe and Barnard sites. Five (5) groups are held weekly and a total of 109 participants attended each week (approximately 25 participants per cohort consisting of 67 children and 42 adults total). To the enjoyment of parents and children, the Stowe FRC playground was resurfaced with poured rubber and received some new play equipment thanks to our funding from the LEGO Community Fund US. FRC has been holding the 8-week *Raising Readers Parent Book Club* series. 11 parents have participated in this virtual group which provides families with a new children's book each week and a discussion around helping encourage children's literacy development.

Through our *Family Child Care Networks* HUB grant from the Office of Early Childhood, the FRC has supported the 27 licensed family childcare providers in Enfield with professional



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development opportunities, supplies for their programs, and access to federal funding opportunities to financially support their businesses.

Youth & Family Services - The Youth Advisory Council has continued to meet weekly this year virtually. Of the six (6) graduating seniors, all are going on to college at the following institutions – Northeastern, Boston University, New York University, and UCONN. Two of the graduating seniors received scholarships due to their work and participation in the Youth Advisory Council. The two graduating seniors wrote: “I loved the opportunity to work with my peers and try to better our community. It has been a true blessing to continue meeting virtually throughout the pandemic, even if we are just checking in with each other!” and “The Youth Council is a great activity on my resume and was a major reason why I received several scholarships to attend college.” Two of the graduating seniors are co-salutatorians. Congratulations to all!

The Youth Advisory Council’s work was amazing during a difficult year continuing and conducting radio show interviews, creating weekly substance misuse and mental health public service announcements on Instagram, implemented a leadership lawn sign campaign “Bright Futures Ahead”, and partnered with the isolated senior program to connect and support seniors. They also were featured as a pilot focus group for the State on student anxiety and mental health.

Youth & Family Services, Enfield Police Department, and the Enfield Together Coalition participated in the DEA National Drug Take Back Day on Saturday, April 24th. It was a busy day with 23 people driving by to drop off medications. 38.7 pounds of prescription medication was collected.

Youth & Family Services is pleased to welcome Gabrielle Cyr as the new Prevention Coordinator. She has her Master’s in Social Work with a focus on Policy from the University of Connecticut. She brings a wealth of experience with state level prevention and has worked with DMHAS on the statewide suicide advisory board. She was most recently overseeing a Garrett Lee Smith Suicide Prevention Grant at CHR. She brings an abundance of energy, enthusiasm, and expertise to the Enfield Together Coalition and her work as the prevention coordinator.

PUBLIC WORKS:

Engineering

Alcorn School Basketball Court:

Alcorn School basketball court RFP award recommendation has been sent to Finance.

Lafayette Park Basketball Court Replacement:

Lafayette Park basketball court replacement RFP award recommendation has been sent to Finance.

Brainerd Park Softball Proposed Field:

Engineering staff made an award recommendation, on April 26, 2021, for an engineering consultant for the proposed softball field at Brainerd Park.



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Powder Hollow Baseball Field Improvements:

Engineering staff made award recommendation, on April 26, 2021, for an engineering consultant for the proposed improvements to the baseball field at Powder Hollow.

ROADS 2021 Thompsonville Southwest:

Sanitary Sewer and drainage work is complete on the north section of Spring Street and Cross Street. Boxout, sidewalks, curbing and pavement work on Spring and Cross will be happening concurrently with sanitary sewer and drainage work on Pease Street.

ROADS 2021 River Washington:

IWWA administrative approval granted for work on North River Street and South River Street. Contract manual is under review in Finance.

Crackseal 2021:

Work is prepared for the account funding on July 1, 2021 to give the State's Vendor-in-Place contractor a PO with an anticipated start of work in August.

Orlando Drive Culvert:

Acquiring State environmental permits and working to acquire the necessary easements. Contract manual is under review by Finance.

Freshwater Dam Improvements:

Acquiring State environmental permits and working to acquire the necessary easements. Contract manual is under review by Engineering.

Buildings and Grounds

Community Gardens:

Boxes are installed and filled with compost at the three sites Alcorn, Lafayette and Green Manor. Shed pads are installed ready for the delivery at all locations. Expected delivery is 3rd week of May.

Alcorn Renovations:

EPS/BOE conference room, computer lab and IT Storage have been relocated to the Annex.

Administration

33 North River Street:

Demolition activities are nearing completion as DPW and the contractor work with Amtrak to finish the clean-up. Amtrak is reviewing our application request to obtain track and rail access and once approved crews will again mobilize finalizing the project. To date, over 1500 tons of debris have been removed.

Facilities Consolidation:



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Town Hall Video Conference Center design option has been selected. DPW is working with the architects to draft construction drawings and furnishing details. The next steps will be submitting permit applications for the renovations with the Building Department.

The Alcorn renovations for Youth and Social Services are in progress. DPW, in conjunction with the Enfield Public Schools, have found suitable locations for the BOE conference room and Computer Lab at the Enfield Town Annex. Design and construction details are being developed. Equipment and furniture have been moved. Expected completion by August 1st.

Thomas Alcorn and Stowe Early Learning Center Boiler Replacement:

The RFP for the boiler replacement at both sites was awarded to West State Mechanical and approval for contract signing has been given. This project is expected to begin soon with an expected completion date of this October.

Budgets: Division managers have meet with DPW leadership to review discussing FY 21 operating accounts and ensure objects and targets are being meet.

Fleet

Beginning May 17th Fleet Services will be actioning surplus vehicles valued over \$6,000, through www.publicsurplus.com.

Highway

Highway removed the fencing and skateboard park equipment from the old Higgins School property. Highway removed asphalt and loomed and seeded the area for the new planter boxes behind Alcorn.

WPC

WPC Facility Upgrade Status:

Woodard and Curran are conducted an HVAC evaluation on May 6 to address several deficiencies in the system. A second Return Activated Sludge Pump has been pulled and sent to a machine shop to replace the mechanical seal, covered under warranty. Woodard and Curran conducted a walk through on Friday, May 7th regarding the PCB abatement and testing results. Nickerson responded to a failed electrical breaker located at MCC #1 and repaired it, covered under warranty. RH White has begun filling in the gaps left between the walls in the main stairwell, this will take approximately two to three weeks to complete.

WPC Status:

The transition to disinfecting the final effluent went extremely well. Disinfection season lasts until the end of September.

Since Aprils PAR report we have treated approximately 110 million gallons of wastewater with no permit violations.



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The large plant water leak has been repaired after several days of excavation. It was extremely difficult to locate because of several layers of various utilities that were located above the plant water main. As it turned out the leak was inaccessible due to the fact it was located under an old electrical duct bank and a new electrical duct bank. The repair was made by rerouting one side of the plant water main and capping the other side.

Grape Brook Status Update:

DPC engineering will be submitting the application for wetlands permitting later this week.

Collection System:

We have reviewed three different sewer camera systems to ensure that we purchase the correct system that will be best suited for the Town's needs. We have focused this month on a sewer hotspot list of known recurring sewer backups. As a result of our inspections, 17 manholes and 2,760 feet of sewer main jetting, we will be lining several sections of pipe at and around Alcorn school starting on May 14, 2021.