



TOWN OF ENFIELD

TO: Enfield Town Council
FROM: Christopher W. Bromson, Town Manager
DATE: April 16, 2021
RE: Projects & Activities Report (PAR)

The following is a summary of activities and their progress over the last three weeks.

TOWN MANAGER:

COVID-19: Town Hall and all Town Facilities will be opening to the public effective May 3rd. Masks will continue to be required and social distancing guidelines will be followed. The Town Manager continues to meet with representatives from surrounding communities, Enfield Public Schools, and the North Central District Health Department to stay up to date on the COVID-19 virus.

Budget Development: The Town Council will be voting on the FY 22 budget at the April 19th meeting. The proposed budget includes a 0% tax increase and no increase in the sewer quarterly charge during the next fiscal year. In our proposed Capital Improvement Plan (CIP), the Town has proposed projects that enhance the quality of life for our residents, including:

- Construction of Higgins Park 1/3-mile walking path, playscape and basketball court
- Splash pad at Parkman School
- Transfer Station Improvements
- Library Community Room Enhancement
- New field at Brainerd Park
- Upgrades and new field lighting at Powder Hollow Park
- 2 electric vehicles and charging station
- Additional 2 EMTs and remount of ambulance funded
- 10 police cruisers

LIBRARY SERVICES:

Staff News:

- Ann Carman, Children's Librarian, announced her retirement. Her last day was on April 9th.

Community Partnerships:

- The Enfield Women's Club will be installing a planter box on the Central Library grounds next month in celebration of their 50th anniversary. The Enfield Garden Club has offered to maintain it.
- Children's staff are currently working on plans for Summer Reading as well as a variety of outdoor programming options for the spring.

Recreation

- Registration is currently underway for the Camp Tons-O-Fun Summer Care program. Additional Summer 2021 program information is set to be released in early May. Offerings will be subject to COVID-19 regulations.
- The division is currently accepting employment applications for summer temporary/seasonal positions. Apply online at www.enfield-ct.gov/hr.

Senior Center

- The Enfield Senior Center has been awarded a grant from the Department of Aging and Disability Services under the Connecticut Senior Center Project: CARES Act Funding Opportunity. The grant will reimburse the Center for purchases made that are directly associated to the Centers' COVID-19 preparedness and response up to \$2,500. We are currently submitting the paperwork for reimbursement.

POLICE:

In March 2021, the Enfield Police Department submitted the name of Lieutenant Keith Parent for consideration of recognition in the International Association of Chiefs of Police (IACP) "40 Under 40" Rising Stars Award. This is an international competition, and we await notice as to this competitive selection process.

On March 24, 2021, Officer Mark Rochette participated in a public access television broadcast entitled "Senior Living" wherein he provided information to viewers as to Senior Citizen safety.

On March 31, 2021, Chief Alaric J. Fox testified before the Judiciary Committee of the Connecticut General Assembly on Raised Bill 1093, with specific emphasis in favor of proposals to reinstate law enforcement "consent searches," upon satisfaction of a reasonable suspicion threshold. This bill has been voted out of the judiciary committee and will proceed for further consideration.

DEVELOPMENT SERVICES:

Interviews were held for the new Assistant Planner. A wonderful candidate Georgianna Driver was selected and joined our team on April 12, 2021.

The POCD kickoff meeting was held on March 17, 2021. The next one will be April 21, with a public workshop scheduled for April 28, 2021.

The TIF Master plan was proposed to be updated with a new Original Assessed Value in response to the deflated assessment of the Enfield Square Mall. This will allow increased funds to be allocated to the TIF. The public hearing before the Town Council is scheduled for April 19, 2021.

The Community Gardens consultant of 8 years +/- (Laurie Rosner) has resigned from her post due to an increased professional workload. She prepared an onboarding document for staff and the new Community Gardens consultant who will be taking her place (John Daly). We had a very productive meeting to ensure that all bases were covered with the transition, and development of the new garden bed locations.

Building Services

39 Hazard Ave \$175,000 worth of work for the 3-tenant building

25 Hazard Ave \$125,000 in plumbing work

37 Bacon Road SPFD MEP work as part of their addition (\$750,000 CV)

160 Hazard Ave Last medical fit out (\$83,600 CV)

7 Elm Street Fit-out for Hartford Healthcare \$438,000 CV and \$109,000 in HVAC
10 Hazard \$230,000 in work for Burlington Coat and Chase Bank
1 House Foundation replacement \$181,000
Shaker Heights 2 new houses \$350,000

About \$92,000 in revenue for the month with 146 Building permits, 74 electrical permits, 65 HVAC permits, and 28 plumbing permits for a total of 313 permits for the month (About \$5.7 million in construction value). About 271 inspections performed in approximately 20 working days.

Planning and Zoning

PERMIT SOFTWARE – The new permit software has gone live with OpenGov as of April 1st!

Pending/Approved Commission Applications:

90 ELM STREET (ENFIELD SQUARE MALL) – A zone change for the outparcel at the Enfield Square Mall located between the Hannoush building and the Mobil gas station was recently denied. On a different note, Inland Wetlands & Watercourses Agency just approved plans for a Popeye's restaurant located between Friendly's and Outback Steakhouse. We are awaiting an application for the Planning & Zoning Commission. Also, Phantom Fireworks will return to the Enfield Square Mall for the summer leading up to Fourth of July.

95 ELM STREET (KOHL'S PLAZA) – A permanent outdoor dining patio was recently approved for Chicago Sam's located in front of the restaurant. The sidewalk will be bumped out into the drive aisle a little bit with proper protection from traffic, and to ensure that pedestrian access on the sidewalk is not impeded.

FARMER'S MARKETS – A new text amendment to the zoning regulations was recently approved to allow indoor and outdoor farmer's markets in Industrial zones with a Special Permit approval.

284 NORTH MAPLE STREET (BUONA VITA RESTAURANT) – A new outdoor dining patio was recently approved for Buona Vita. This will be in front of the restaurant and will not impede the parking or sidewalk access for that plaza.

604 ENFIELD STREET (ENFIELD STREET PLAZA) – Namco Pools will be opening a storefront in the plaza and will be installing an overhead door on the front of the building to allow easy loading and unloading into the building. A condition of approval was that the applicants must work with town staff to ensure that the loading door is harmonious with the design of the rest of the building.

54 HAZARD AVENUE – A Ramen/Sushi restaurant was recently approved to be located in the former Smashburgers Restaurant location in the Stop & Shop Plaza.

95 HIGH STREET – A new grocery/convenience store was recently approved to be located at 95 High Street (Molina's Plaza).

Other Pending Projects: redevelopment of Blair Manor, daycare at 11 Shaker Road, a Farmer's Market at 53 Manning Road.

EMS:

In March 2021, EMS responded to 643 calls for service; mutual aid was needed for 35 responses and mutual aid was provided to surrounding communities 11 times. EMS staff continues to

participate at the Vaccination Clinics held at the Senior Center, performing post administration evaluations.

INFORMATION TECHNOLOGY:

Customer Services: Performance is measured according to our Service Level Agreements (SLA) length of time a request remains open or unresolved. During the month of March, we received 605 Service Desk requests for assistance, and we closed 595 tickets. 226 requests were resolved remotely without a technician leaving their seat! Resolving requests remotely allows for quicker resolution, improved customer satisfaction, and a big boost in productivity.

Keeping our Information Safe: As an organization of Municipal, Education and Public Safety Employees, we are the largest attack target for internet scams. We are constantly testing and training on new scams that have been identified on the internet. Thanks to our alert staff's knowledge and diligence to detect and delete fraudulent activities, our Security Awareness rating is 3% for the month of March 2021. This number generated based upon the total number of phishing test failures divided by the number of phishing test emails delivered. The average rating for Government Agencies is 28.4%.

SOCIAL SERVICES:

Adult & Community Services

The Elderly Services Care Coordinator (ESCC) assisted 51 Enfield residents ages 60 and older with service needs including: access to basic needs food, medical equipment, town services, state benefits, Medicare CHOICES counseling, mental health referrals and assessments, in home services, both private duty and state funded, as well as Social Security benefits.

The ESCC serviced not only the clients, but their families with a combination of phone support, in person office visits and home visits. Two cases were in response to elderly individuals in distress that became a coordinated effort between the ESCC, Emergency Medical Services and the Enfield Police Department as well as a local mental health agency. Responses were ongoing to ensure the case needs were met and exemplifies the effectiveness of a coordinated approach between multiple departments.

The ESCC assisted with the 2022 NCAA grant application for Enfield CARES funding to continue to support the At Risk Registry, Care Coordination of services, the Senior Minor Home Repair Program and Case Work services such as Renters Rebate and the Circuit Breaker Program.

Enfield Child Development Center

The Enfield Child Development Center is currently serving 158 children. The Center resumed close to regular operating hours with the return of public school 4 days a week. The Center's hours are Mondays, Tuesdays, Thursdays, and Fridays from 6:30 AM - 5:15 PM and Wednesdays remain 8:00-4:00 until the summer as the school age children are present.

Family Resource Centers

The Grandparents Raising Grandchildren Support Group met virtually on March 29 with State Representative Tom Arnone in attendance to provide an update on statewide issues affecting grandparent caregivers. 6 grandparents attended the meeting. Several grandparents will be meeting to look at changing state legislation around how grandparents are recognized when they are in the role of guardians and how to make this more equitable

The FRC has rolled out a new way for families to complete their Ages and Stages Developmental Screenings which were formerly completed via paper. The Sparkler app allows families to easily score their child's ASQ by downloading the app on their phone or device. The FRC has access to a dashboard to review results with families and the app provides other activity ideas and information on child development. This will increase efficiencies and reduce

the amount of paperwork needed to be copied as well as provide families with more information. The Office of Early Childhood is endorsing and funding the cost of Sparkler to early childhood programs in Connecticut. So far, 24 adults have downloaded the app and 38 children have been registered into this system. We will continue to spread the word as families return to our in-person groups in April.

The FRC held a 4-week virtual music program for children ages 2-5 with Music Therapist Renee Coro called "Families in Harmony" focusing on social and emotional development. 11 adults and 8 children attended.

Transportation

Enfield Dial-A-Ride

Served 972 clients for the month of March. Please see the new guidelines For Dial-A-Ride starting April 19:

1. Mondays and Fridays will be Doctor appointments only.
2. Any type of shopping will be with the 8 AM, 9 AM or 10 AM bus, no later. Return times will be 11:30 or 1:00. No late shopping appointments. You can call when ready and we will do our best to pick you up before the actual return times.
3. Please try and make doctor appointments no later than 2:00pm. As always, doctor appointments are priority!

Magic Carpet

Served 1,710 riders in the month of March. Our hours are:

- Blue Line: Monday –Friday 7 AM - 10 PM, Saturday 7AM - 5PM
- Yellow Line: Monday –Friday 7 AM – 7 PM

Youth & Family Services

Youth & Family Services continue to support the health & wellness of Enfield's youth and families. Highlights this month includes a final report from the Department of Mental Health and Addiction Services highlighting the suicide prevention grant accomplishments. The goal of the 2-year suicide prevention grant was to strengthen Enfield school systems and community's capacity and infrastructure in support of mental health promotion, suicide prevention, intervention, and postvention response with the use of evidence-based practices. Highlights include:

- 88 community and school personnel were trained in NAMI Postvention Response and Post-Traumatic Stress Management to respond to traumatic death in our community. This training was provided to the Crisis Response Team and all School Social Workers, Guidance Counselors, School Resource Officers, Emergency Management Services Administration, and EHS administration.
- 881 people were trained in QPR (Question, Persuade, and Refer). All 9th and 10th grade students, new EPS staff, and other community groups received training in QPR.
- All School Social Workers and Youth & Family Services Social Workers were trained in the Columbia Suicide Severity Rating Scale and 100% of individuals screened received mental health or related services. A total of 110 youth was screened for suicidal ideation and referred for services.

PUBLIC WORKS:

Engineering:

ROADS 2021 Referendum:

Engineering staff submitted a new 5-year \$25 mill road referendum program street list and a new 5-year \$30 mill road referendum program street list for DPW Subcommittee. Engineering responded to their request for the worst PCI 0-60 street list. Engineering staff is also working on updating the pavement inventory database, based on the work that has occurred since the 2018 consultant road condition survey.

Alcorn School Basketball Court:

Alcorn School basketball court RFP has been advertised, opening on April 27, 2021. Engineering received administrative PZC approval for the proposed site modification.

Lafayette Park Basketball Court Replacement:

Lafayette Park basketball court replacement RFP has been advertised, opening on April 29, 2021.

Brainerd Park Softball Proposed Field:

Engineering staff met with three design consultants on a design scope for the proposed softball field at Brainerd Park. Design scope and fee proposals are due COB April 21, 2021.

Powder Hollow Baseball Field Improvements:

Engineering staff met with three design consultants on a design scope for the proposed improvements to the baseball field at Powder Hollow. Design scope and fee proposals are due COB April 21, 2021.

Crackseal 2021:

Engineering staff has developed a crackseal program for this year, based on pavement inventory data and field inspection, and worked with the State's Vendor in Place contractor on scope of streets we can fit within the allotted funding.

Building and Grounds:

Building Consolidation:

Work has started at the Alcorn. Rooms are being cleared and demolition is beginning for the Youth Services relocation. The Enfield Express is due to be completed and Tax & Assessor fully moved in Monday, April 26, 2021.

Community Gardens:

Garden beds have been constructed and compost is ordered, site layout will be coming soon.

Admin:

Facilities Consolidation:

An architect has been chosen for the Town Hall video conference room design.

Honeywell M&V:

Work to conclude the 15-year contract for M&V from Honeywell's Guarantee has been successful. Last payment has been invoiced to conclude a 3-year M&V service. The final annual report is due 6-30-21. This will save approximately \$50,000 a year in expenses.

Highway:

Starting plow damage repairs to lawns, curbing, etc. and continue working on improvements to the Transfer Station cap.

WPC:

WPC facility Upgrade Status:

The upgrade project is continuing with punch list items. One of the four Return Activated Pumps (RAS) seals have been replaced, we are waiting for the contractor to schedule the remaining repairs, all covered under warranty. The drain line on the Bio-tower was replaced to prevent the recirculation pump from going air bound. The new drain line was installed at a higher elevation. It included heat tracing and insulation, all covered under warranty. Approximately twenty ball valves on the potassium permanganate feed system were replaced under warranty.

WPC Status:

We are in the process of cleaning the final clarifier's weirs and the two contact chambers in preparation for disinfection season that starts May 1st. A large plant water system leak was discovered near structure two, it is scheduled to be repaired 4/13/21. The new cake dumpsters arrived, and the old dumpsters are in the process of being decommissioned.

Grape Brook Status Update:

Recently we met with DPC engineering at Grape Brook lift station to review the designs in the field.

Collection System:

We are in the process of upgrading our sewer TV camera system before it becomes obsolete. We have actively inspected 37 manholes this past month. We will be resuming sewer cleaning in the next two weeks.

Fleet:

Fleet Services Division completed implementing a new inventory management system on March 25, 2021. Many years of obsolete parts were identified and auctioned or returned for credit, over 1,800-part numbers entered into the system with aisle and bin locations, quantities on hand and reorder points assigned.

FINANCE:

Tax Collection

Elderly and Totally Disabled Homeowner Program: Due to the pandemic related executive orders, taxpayers who were on the Elderly and Totally Disabled Homeowner program for Fiscal Year 2021 do not have to reapply for Fiscal Year 2022. They will automatically receive the same reduction that they received in Fiscal Year 2021. Residents who need to apply because they are new to the program have until May 15, 2021 to submit applications. Applications are available on the Town website under the Assessment and Revenue Collection Department. Please call Community Services at 860-253-6397 for an appointment.

Delinquent Tax Accounts: The Collectors office has mailed delinquent account notices to taxpayers. Over the next month, we will begin collection processes on these accounts depending on the type of property. For real property, we will file lien notices in the Town Clerk's Office. Motor vehicle accounts will be sent to Rossi Law, who will begin collection proceedings. Business personal property accounts will be referred to a State Marshall for collection.

Sewer Use Fees: Since March 2018, the Tax Division has referred 844 delinquent sewer accounts to state marshals for collection. As of April 10, 2021, we have collected \$1,365,671 in principle and interest on those accounts.

Board of Assessment Appeals: The Board of Assessment Appeals meets on Saturday April 17, 2021 to hear taxpayer appeals of their assessed values. The meeting is by appointment only. Taxpayers had until March 20th to file a written appeal to be heard by the Board of Assessment Appeals.

Revaluation: The revaluation process is continuing. Vision Government Solutions, Inc. is reviewing the data mailers that have been returned and has begun the field review process of properties sold since October 1, 2020. The field review process is for the comparison sales method of valuing properties. This will continue through October 2021.

Treasury

Budget Analysis: Please see the budget vs. actual revenue and expenditure analysis attached.