

BLOOMFIELD TOWN COUNCIL
Monday, March 28, 2016
Council Chambers – 7:30 p.m.

Joan Gamble, Mayor
Sydney T. Schulman, Deputy Mayor
Patrick A. DeLorenzo Wayne Hypolite
Joseph P. Merritt Joel J. Neuwirth
E. Leon Rivers Derrick A. Seldon
Joseph Washington

- I. Pledge of Allegiance
- II. Roll Call
- III. Announcements and Presentations
 - A. Introduction of the Town Manager's Interns (Ms. Tane'ja Johnson & Mr. Quincey Gill)
 - B. Presentation by the Library Building Committee
 - C. Presentation by Centerbrook Architects & Planners LLP on the 330 Park Avenue Building
- IV. Citizens' Statements and Petitions
Statements by members of the public may be oral or written and shall start with the speaker's name and address and shall continue for no longer than five (5) minutes, unless permitted by the Mayor or councilor presiding.
- V. Report from Council Subcommittees
 - A. Community Services – Councilor Derrick Seldon
 - B. Administration & Education – Councilor Leon Rivers
 - C. Golf – Councilor Leon Rivers
 - D. Finance – Councilor Wayne Hypolite
 - E. Public Safety – Councilor Joe Washington
 - F. Committee on Committees – Councilor Joe Washington
 - G. Land Use & Economic Development – Deputy Mayor Syd Schulman
- VI. Council Business
 - New Business:
 - 15/16-60: Consider and Take Action Regarding Policy 510.03 – Town Facility Usage Policy
- VII. Report from Mayor and Town Manager
- VIII. Approval of Minutes
 - A. March 14, 2016
- IX. Council Comments
- X. Adjournment

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager 
DATE: March 24, 2016
RE: FY 15/16-60: POLICY 510-03 – TOWN FACILITY USAGE POLICY

Please review the March 21, 2016 memo from Dave Melesko and Yvette Huyghue-Pannell regarding Town Facility Usage Policy.

The Leisure Services and Senior Services Departments have been working for several months to evaluate various Department's Rental policies and to develop a town-wide uniform policy to better serve the Bloomfield community.

Should Council wish to move forward, the following motion would be in order:

Move to refer this items to the Administration and Education subcommittee for their review and recommendation.

INTEROFFICE MEMORANDUM

TO: PHILIP SCHENCK, TOWN MANAGER
FROM: DAVID MELESKO, LEISURE SERVICES DIRECTOR
YVETTE HUYGHUE-PANNELL, SENIOR SERVICES DIRECTOR
SUBJECT: TOWN FACILITY USAGE POLICY
DATE: MARCH 21, 2016

The Leisure Services and Senior Services Departments have been working for several months to evaluate various Department's Rental policies and to develop a town-wide uniform policy to better serve Bloomfield residents, Civic Organizations, Youth Organizations, Community Organizations, Non-Profit Organizations and Non-Residents. There were several issues that became evident when reviewing the existing policies, among them:

- Non-uniform policies or no policy set in place
- Custodial concerns regarding cleaning and other requirements related to town use
- Classification of users and associated fees / Priority of Use
- Liability Insurance Coverage
- Supervision of children in the various programs using town facilities
- Application procedures
- Fees and Refund Policy
- Facility use not available for residents, i.e. birthday parties, showers, private functions, etc.

I want to acknowledge the efforts of the Parks and Recreation Committee to examine all of the issues with us and make recommendations in an effort to balance both the community use of space while maintaining the realities of the functions in which the town departments provide.

The outcome of this work has been a new uniform town-wide policy, changes to Organizational Priority for Use of Facilities to include use for residents, and modifications to the Terms and Conditions for use and rentals that are focused on impact of use as well as community use.

Both Leisure Services and Senior Services Departments believe we have a comprehensive Town Facility Usage Policy that provide the means to manage the facility rentals fairly and reasonably. We will re-assess in one year to determine if the procedures are working well.

To that end I recommend that the Town Council consider and take action on the following:

To adopt the Town Facility Usage Policy 510.03 along with the Regulation/Procedures/Forms, and the Priority for Use rate schedule, all dated March 21, 2016. Upon adoption the new rental rates will be effective immediately.

**TOWN OF BLOOMFIELD
POLICY MEMORANDUM**

SUBJECT: Town Facility Usage Policy

NO: 510.03

DATE: March 22, 2016

AMENDED:

DISTRIBUTION: All Departments/Town Council

BY: David Melesko

Leisure Services Director

APPROVED:

I. PURPOSE

To establish guidelines for facility use in town managed facilities and create a town-wide policy and fee structure.

Historically, the Town of Bloomfield has accepted use by approved groups and/or organizations without a formal town-wide written policy. Facility usage and approval for use was managed solely by the governing department.

II. RESPONSIBILITY

The Town of Bloomfield encourages the community use of town facilities. The town accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, welfare, or recreational activities as long as these activities do not interfere with town programs. The Town Manager or designee shall have the authority to deny the use of town facilities for such activities that are judged inappropriate to take place in a municipal setting.

All permit applications will be evaluated by the Town Manager or designee and evaluation will be consistent with the Facility Use Policy.

III. FORMS

Application for Use of Facilities

IV. PROCEDURE

- A. Applications must be submitted to the town office a minimum of 15 business days prior to the intended use.
- B. Requests for use of facilities will be accepted in order of which they are received; no more than 6 months in advance.
- C. When town offices or activities are canceled due to inclement weather or other emergencies, use of town facilities is also canceled for that day. In the case of inclement weather, organizations must call to verify facilities are open for use. Please see section E, Facility Rental Refund for refunds.
- D. A non-refundable security deposit of 50% of the Estimated Facility Use Fee, payable by cash or money order, is due at the time of permit approval. The deposit shall accompany a certificate of insurance and a building use application form. The security deposit will be deducted from the final bill if there has not been any damage to the facilities.
- E. Final payment is due 5 days prior to the reservation date.

The Town of Bloomfield encourages the community use of town facilities. The town accepts the responsibility for making its facilities available to responsible organizations, associations and individuals of the community for appropriate civic, cultural, welfare, or recreational activities as long as these activities do not interfere with town programs. The Town Manager or designee shall have the authority to deny the use of town facilities for such activities that are judged inappropriate to take place in a municipal setting.

In addition, the town will cooperate with recognized agencies such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during a community emergency or to prepare for civil defense.

Public Act No. 03-231 requires that before any performance or event at any theater, concert of music hall or assembly hall or at any building, auditorium or room used for public gatherings of more than one hundred persons, the owner, proprietor, manager or agent of such theater, hall, building, auditorium or room shall make a public announcement that describes the location of emergency exits.

Conditions Applicable to All Groups:

1. Use of facilities is not to interfere with town programs.
2. Use of facilities must be within the hours of regular operational hours, otherwise custodial, supervisory, and/or maintenance fees may apply.
3. Use of facilities by non-paying groups will be required to pick-up additional costs including but not limited to supervisory or custodial requirements.
4. Organizations will provide sufficient supervision to restrict use to permitted areas. If required, all groups will set up and reset the facilities for town use upon conclusion of the activity.
5. Organizations will provide a certificate of liability insurance in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate coverage, and name the Town of Bloomfield and Bloomfield Board of Education as additional insured.
6. Permits will be issued on a First-come/First-serve basis.

Prohibited Activities:

The following ACTIVITIES ARE PROHIBITED and it will be the responsibility of the lessee to ensure they do not occur.

1. Activities advocating the overthrow of the United States, the state of Connecticut or local governmental agencies.
2. Any activity that may be damaging to the community, staff, buildings, grounds, or equipment.
3. Any activity involving smoking and/or the sale or consumption of alcohol or tobacco products. In compliance of the Town of Bloomfield Code of Ordinances under Sec. 13-55. - Consumption of alcoholic liquor upon public lands, highways, sidewalks and parking areas prohibited. In compliance with this ordinances applicants can request exemption under Sec. 13-55, item e.
4. Any activity that is inconsistent with the health and welfare of the public and/or the policies delineated by the Town of Bloomfield.
5. Fundraising campaigns, except as permitted by the Town of Bloomfield Policy or by special action of the Town Council.
6. Commercial advertising.
7. Activities that discriminate on any basis prohibited by the law.

REGULATION/PROCEDURES/FORMS

A. Organizational Priority for Use of Facilities

The following Facility Use Policy will be utilized by Town of Bloomfield staff when determining priority usage of town owned facilities. All priority groups will be required to complete a facility use form. The facility use policy may only be modified by the approval of the Town Manager or designee. Scheduled town activities shall take precedence over activities sponsored by non-town organizations. If more than one non-town organization applies for the use of a facility for the same date, priority shall be given in order to Group 1, Group 2, Group 3, Group 4, and Group 5. Within each group, priority shall be given to the first application received. Any organization contemplating a weekend activity must have clearance from the Town Manager or a designee at minimum 15 business days prior to the date of the contemplated activity.

Group 1

Town of Bloomfield meetings, classes, and programs

Group 2

Bloomfield Board of Education meetings, classes, and programs

Group 3

Civic Groups, Town of Bloomfield youth sports leagues (defined as at least 50% of participants from Bloomfield, open tryouts, and all participants are allowed to play), youth organizations, and volunteer community organizations

Group 4

Resident use and Community Non-profit organizations

Group 5

Non-resident use/Other

Group 1 & 2 (No Fee): Activities conducted for the direct benefit of the town. Town of Bloomfield sponsored activities, Board of Education meetings or activities, and official meetings of agencies of the Town of Bloomfield.

Priority 1 & 2 Groups that request use of the facilities for Saturdays, Sundays, or holidays, or any time requiring extra custodial help, police or technicians, shall be charged the extra costs incurred.

Group 3 Fees: Other civic organizations, Bloomfield youth sports leagues, youth organizations, or volunteer community organizations such as:

- Youth organizations
- Scouts, 4-H clubs, Little League, etc.
- Volunteer Fire Department community events
- Political Groups

Priority 3 Group fees shall be charged unless activities conducted are for the direct benefit of the town; to be determined by Town Manager and/or a designee. Any costs incurred by the town or services requiring extra personnel costs; such as custodial help, police or technicians, will be billed to the permit holder.

Group 4 Fees: Resident and Community Non-profit Organizations

- Any Bloomfield resident 18+ years of age
- Religious groups
- Service organizations that work for the improvement of the general welfare of the town.

Priority 4 Group fees shall be charged for the use of the town facilities by approved charitable, philanthropic, or cultural groups, service clubs, and other organizations not operating for profit and devoted to community interest and child welfare.

Group 5 Fee: Non-Resident Use/Other

- Outside profit-making recreational programs sponsored or not sponsored by the Town of Bloomfield (i.e., tennis camps, baseball camps, etc.)
- Any non-Bloomfield resident 18+ years of age

Priority 5 Group fees shall be charged for use of town facilities by organized groups and individuals within the community for profit when such profit is used by the group for advancement of the group or individuals for personal gain.

B. Regulations for the Use of Facilities

1. Time of Use:
 - a. Town facilities hours of operation vary from facility to facility. Please contact the department of the requested facility directly for the hours of operation.

2. Supervision:
 - a. Organizations using facilities must designate an adult to be responsible for the supervision of the activity during the entire time the facility is being used. If the majority of the participants are school-age children, approved adult supervision must be provided at the ratio of at least 1 adult per 15 children with a minimum of 2 adult supervisors for all such activities.

**Policy 501.03 Regulation
Use of Town Facilities
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- b. Any activity where more than 100 people are involved will require two police officers. The cost for the officers will be the responsibility of the agency using the facility. If an activity is designed primarily for teenagers, one or more police officers will be required, depending on anticipated attendance. The responsible agent will make arrangements with the police department and provide written verification of such arrangements prior to final approval of the Application for Facility Use.
3. Custodial/Maintenance Assistance:
 - a. A town provided services fee shall be charged whenever facilities are used outside of the regular workday of the custodians/staff assigned to the facility in use or if the activity shall require additional cleaning of the facility.
 - b. **At no time is an organization allowed to bring in cleaning supplies. Due to State of Connecticut Public Act No. 09-81 regarding "the procurement and proper use of environmentally preferable cleaning products," the BPW maintenance department will provide all cleaning supplies.**
 - c. The town provided services fee shall be paid for each hour of the activity plus one-half hour prior to the beginning of and one-half hour after the conclusion of the activity, with a minimum of four hours charges.
 4. Limitations of Use:
 - a. Violation of state or town fire codes or of any public ordinance will mean forfeiture of the privilege of using facilities.
 - b. Smoking in town buildings is prohibited at all times.
 - c. The Town of Bloomfield will not make modification or alterations to or provide special maintenance of its facilities for non-town organizations unless a site plan is submitted at the time of submittal of the Application for Facility Use and approved. The permit holder might be responsible for the staging of the approved decorations/alterations.
 - d. Plans of electrical use coupled with a list of appliances slated for use must be submitted at the time of Application for Facility Use and approved.
 - e. Use of town owned equipment such as kitchen equipment, audio-visual equipment, or office machines is not permitted.
 - f. Supplies or equipment belonging to the applicant organization may not be stored on town property.
 - g. Attaching decorations or scenery to doors, windows, ceiling, walls, stage curtains, etc. is not permitted unless a site plan is submitted and approved.
 - h. The intent to serve food or refreshments must be noted on the application for use

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of facilities and be approved by the town. If such permission is granted, food or refreshments are to be served and/or consumed only in designated areas.

- i. The Town of Bloomfield assumes no responsibility for properties left on the premises by an organization or group using town facilities, and assumes no responsibility for supervising activities under this policy.
- j. Games of chance are not permitted on town properties, with the exception of activities for which a permit has been issued by the Connecticut Department of Special Revenues.

5. **Insurance and Liability:**

- a. The applicant assumes all responsibility and liability for any injury to any person and for injury to or loss of town or private property in connection with the use of the facility. The applicant must hold the town harmless for any such losses or damage.
- b. Applicants must provide a certificate of liability insurance with a minimum coverage of \$1,000,000 each occurrence/\$2,000,000 general aggregate that lists the Town of Bloomfield and Board of Education as an additional insured. The certificate must be submitted to the town at least ten business days in advance of the activity. The town reserves the right to require a higher amount of coverage in exceptional circumstances.

C. Application for Use

- 1. Applications must be submitted to the town office a minimum of 15 business days prior to the intended use.
- 2. Requests for use of facilities will be accepted in order of which they are received; no more than 6 months in advance.
- 3. When town offices or activities are canceled due to inclement weather or other emergencies, use of town facilities is also canceled for that day. In the case of inclement weather, organizations must call to verify facilities are open for use. Please see section E, Facility Rental Refund for refunds.

D. Payment of Fees

- 1. A non-refundable security deposit of 50% of the Estimated Facility Use Fee, payable by cash or money order, is due at the time of permit approval. The deposit shall accompany a certificate of insurance and a building use application form. The security deposit will be deducted from the final bill if there has not been any damage to the facilities.
- 2. Final payment is due 5 days prior to the reservation date.
- 3. Checks should be payable to "Town of Bloomfield."

E. Facility Rental Refund Policy

Refunds will be given to facility renters at the following rate upon cancelation of the event.

90 or more Days before the first date of use a 100% refund will be given

30 – 89 Days before the first date of use a 50% refund will be given

15 – 29 Days before the first date of use a 25% refund will be given

If an event is canceled due to inclement weather or other town emergencies, a full refund will be issued.

There will be no refund available thereafter.

F. Parking Areas/Fields

1. Parking areas and playing fields may be used in the same manner as other town facilities in accordance with this policy.
2. Overnight parking in any town parking areas is prohibited unless explicitly approved by the town for a specific night.

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Use of Town Facilities
REGULATION/PROCEDURES/FORMS**

Application for Use of Facilities

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APPLICATIONS MUST BE FILED AT LEAST 15 DAYS PRIOR TO INTENDED USE

FACILITY REQUESTED: Leisure Services Senior Center Town Hall (by special request only)

Name of Organization

Tax I.D. # (if applicable)

Mailing Address

Contact Person

Phone

Email

Area(s) Requested (Please be specific. *Field, gym, classroom, auditorium, pool, etc.*)

Day(s) and Date(s) of Usage (Please attach a schedule, if available.)

Times of Usage (Please show total anticipated use from first arrival to last departure.)

FROM: (AM or PM) TO: (AM or PM) TOTAL HOURS:

Purpose of Meeting

Estimated attendance: Food/refreshments served? Yes No

Number of Adult Supervisors: (MINIMUM OF 1 ADULT PER 15 CHILDREN REQUIRED)

Special Arrangements Requested (Please be specific. Examples are *parking, stage set-up, tables, chairs, etc.*)

**Policy 501.03
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The undersigned has read and guarantees observance of all regulations governing facility use as outlined in Town of Bloomfield Policy 501.03, including payment of any charges incurred. The undersigned agrees to act as the responsible contact person if there are any questions or concerns about the activity described above.

_____ (Name of Organization) hereby agrees to indemnify and hold harmless the Town of Bloomfield, their elected officials, members, employees and agents from any and all claims, demands, lawsuits, threats of lawsuits, costs and expenses (including but not limited to the costs of reasonable attorney's fees and related costs) that may be brought by any person, organization or entity, which might arise from the use of the facilities requested.

Signature: _____

Date: _____

Estimated Facility Use Fees (custodial charges will be billed separately) \$ _____

**A security deposit of 50% of Estimated Facility Use Fees is due and payable to:
Town of Bloomfield (800 Bloomfield Avenue, Bloomfield, CT 06002)**

PAYMENT MUST BE RECEIVED FIVE (5) DAYS PRIOR TO DATE OF USE.

IMPORTANT! A certificate of insurance is required by any outside organization using the town facilities. Please attach the certificate to this application or submit to the registering office at least ten (15) days in advance of the activity. Organizations failing to submit a certificate may forfeit usage.

Your date(s) will be reserved upon receipt of: 1) security deposit, 2) insurance certificate, and 3) completed application.

Town Manager or Designee: _____

Date: _____

Check one: **Approved** **Denied** **Approved with Conditions**

Comments:

Policy 501.03 Use of Town Facilities REGULATION/PROCEDURES/FORMS



Facility / Park use Application

Bloomfield Leisure Services Department

330 Park Avenue Bloomfield, CT 06002

Phone: (860) 243-2923 Fax: (860) 242-4267 www.bloomfieldct.org

Directions for completing Application- All sections must be completed

- Complete and sign all necessary parts of the application
- Please review & sign facility / Park use policy and procedures
- Return form to Bloomfield Leisure Services Department, 330 Park Avenue, Bloomfield, CT 06002. You will be notified within 2-3 business days.
- Certificate of Insurance naming the Town of Bloomfield and Bloomfield Board of Education as an additional insured: General Liability – Each Occurrence \$1,000,000, General Aggregate \$2,000,000, Products/Completed Op. Agg. \$2,000,000 must be submitted to the Leisure Services office.

Application Information

Organization/Group/Team Name _____

Name of Contact Person (must be present at the event) _____

Address _____

Day Phone (H) _____ Phone (M) _____ E-Mail: _____

Event Information

Day & Date(s) _____ Type of Activity: _____

Start Time: _____ End Time: _____

Facility / Park Choice (Please rank 1st choice & 2nd choice)

Alvin and Beatrice Wood Human Services Center (Weekend Rentals are 4 hour min plus applicable custodial fees)

- | | |
|--|---|
| _____ Gymnasium - \$150 per hour \$300 NR | _____ Meeting Room 1 - \$40 per hour \$80 NR |
| _____ Meeting Room 2 - \$40 per hour \$80 NR | _____ Y.C. Lounge - \$100 per hour \$200R |
| _____ Arts & Crafts Room - \$40 per hour \$80 NR | _____ Teen Room - \$40 per hour \$80 NR |
| _____ Dance Studio - \$100 per hour \$200 NR | _____ Room 103 - \$40 per hour \$80 NR |
| _____ Room 105 - \$40 per hour \$80 NR | _____ Room 106 - \$40 per hour \$80 NR |
| _____ Room 107 - \$40 per hour \$80 NR | _____ Room 108 - \$40 per hour \$80 NR |
| _____ Room 109 - \$40 per hour \$80 NR | _____ Room 110 - \$40 per hour \$80 NR |
| _____ Room 111 - \$40 per hour \$80 NR | _____ Ceramics Studio - \$40 per hour \$80 NR |

Parks & Fields

- | | |
|---|--|
| _____ Park Ave Soccer Field (\$30 per 2 hours \$60 NR) | _____ U11 Soccer Field (\$30 per 2 hours \$60 NR) |
| _____ U9 Soccer Field (\$30 per 2 hours \$60 NR) | _____ Arace Soccer Field (\$30 per 2 hours \$60 NR) |
| _____ 7 & 8 Soccer Field (\$30 per 2 hours \$60 NR) | _____ 5 & 6 Soccer Field (\$30 per 2 hours \$60 NR) |
| _____ Bill Lee Baseball Field #1 (\$50 per game \$100 NR) | _____ Bill Lee Baseball Field #2 (\$30 per game \$60 NR) |
| _____ Bill Lee Baseball Field #3(\$30 per game \$60 NR) | _____ Softball Stadium (\$50 per game \$60 NR) |
| _____ Pool Picnic Area (\$50 per 4 hours \$100 NR) | _____ Cricket Field (\$30 per game \$60 NR) |

Policy 501.03
Use of Town Facilities
REGULATION/PROCEDURES/FORMS



Bloomfield Senior Services

Town of Bloomfield Senior Services Department
Facility Application (Resident & Approved Group)
Bloomfield Senior Services Department
330 Park Avenue Bloomfield, CT 06002
Phone: (860) 243-8361 Fax: (860) 243-1607 www.bloomfieldct.org

Directions for completing Application- All sections must be completed

- Complete and sign all necessary parts of the application
- Please review & sign facility / Park use policy and procedures
- Return form to Bloomfield Senior Services Department, 330 Park Avenue, Bloomfield, CT 06002. You will be notified within 2-3 business days.
- Certificate of Insurance naming the Town of Bloomfield as an additional insured for a minimum of one million dollars must be submitted to the Senior Services office.

Application Information

Organization/Group/Team Name _____
Name of Contact Person (must be present at the event) _____
Address _____
Day Phone (H) _____ Phone (M) _____ E-Mail: _____

Event Information

Day & Date(s) _____ Type of Activity: _____
Start Time: _____ End Time: _____

Facility (Please rank 1st choice & 2nd choice)

Alvin and Beatrice Wood Human Services Center (Weekend Rentals are 4 hour min plus applicable custodial fees)

_____ Room 306-308 (\$100 per hour \$200 NR)	_____ Auditorium (\$150 per hour \$300 NR)
_____ Room 306-310 (\$150 per hour \$300 NR)	_____ Room 310 (\$75 per hour \$150 NR)
_____ Room 301 (\$40 per hour \$80 NR)	_____ Room 307 (\$40 per hour \$80 NR)
_____ The Great Room (\$100 per hour \$200 NR)	

DRAFT

BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, March 14, 2016 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Joan Gamble, Councilors Wayne Hypolite, Deputy Mayor Sydney Schulman, Councilor Neuwirth, Patrick DeLorenzo, Joseph Merritt, Leon Rivers and Joseph Washington

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, Attorney Marc Needelman and India M. Rodgers, Clerk of Council

Absent was: Councilor Derrick Seldon

PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance to the flag.

ANNOUNCEMENTS & PRESENTATIONS

Presentation of Proclamation to Ms. Francine Austin

Mayor Joan Gamble presented a proclamation to Ms. Francine Austin for her exemplary success as an entrepreneur and owner of Francine's Salon and Day Spa. Ms. Austin has been recognized in several media outlets such as the talk show, "The Chew's", WTNH 8's InStyle Show, WDRB Brad Davis and the Hartford Business Journal.

The Employer Support Guard and Reserve Division of the State of Connecticut presented Mr. Philip K. Schenck, Jr., Town Manager with the Patriot Award. ESGR recognized Mr. Schenck, Jr. as a patriotic employer for contributing to national security and protecting liberty and freedom in supporting employee participation in the America's National Guard and Reserve. Colonel John Lawlor, Director of Public Works – Town of Bloomfield and Lt. Arthur Fredericks of the Bloomfield Police Department nominated Mr. Schenck, Jr. for this honor.

CITIZEN STATEMENTS & PETITIONS

1. **Guthrie Sayen, 27 Rundelane** thanked Mayor Gamble and other Councilors for their invitation to discuss transparency issues with residents and the Town Council.

Mr. Sayen requested that the Town Council seek endorsement of two legislative bills of the State of Connecticut drafted by Senator Beth Bye – SB422 and State Representative David Baram – SB328 focusing on state water plans and transparency in government.

He also requested that the town solicit three studies, which include an independent cost benefit analysis for tax abatement, traffic study and an environmental impact study for air and water. The town and interested residents discussed the 10 point plan for transparency in local government.

Bloomfield Citizens.org would like to inquire about LEED certified building of Niagara.

2. **Jane Nadel-Klein, 82 Tariffville Road**, requested to make changes in the letter of support for proposed bills. Mrs. Nadel-Klein read the original letter transcribed by Mayor Gamble. Suggested minor changes to include new language referencing water discounts and shifting “may” to “shall” – mandatory is not optional.
3. **Kevin Hussain, 95 Woodland Avenue**, re-emphasized the importance of the traffic and environmental studies seeking preliminary findings. He would like these studies to be expedited to determine potential side effects, if any and cost benefit analysis. He suggested advertising each study separately as its own RFP and scope, which would be a non-competitive process. It was noted that the traffic study has been completed. There was some brief discussion about inquiring assistance from the University of Connecticut regarding the cost benefit analysis study.

Mr. Philip K. Schenck, Jr, Town Manager explained the due process and timeframes of the RFP process, studies, cost, etc.

Deputy Mayor Schulman stated that studies cannot be requested on behalf of the municipality and are subject to an independent review.

Mr. Hussain also inquired about detailed information regarding the JM Newberry settlement, which has not be disclosed as public information as of yet.

4. **Mark Saunders, 13 Pent Road**, expressed that pertinent studies should have been completed prior to negotiations of a tax abatement with Niagara. He requested that Council read and revise the language in correspondence of support for the two proposed legislative bills.
5. **Bradley Klein, 82 Tariffville Road**, stated that the pace of due process was driven by Niagara. He reiterated the mission of Bloomfield Citizens.org, which has mobilized residents to address potential state and national implications of this project. Mr. Klein requested to change bill # and original language to substitute version on correspondence.
6. **Roseanne Azarien, 102 Wadhams Road**, expressed a true love for Bloomfield. She stated that perception is an important reality. The Council should have an obligation to set an example to work as collaborators not adversaries with town residents.

7. **Paula Jones, 5 Bear Ridge Drive**, inquired about the environmental impact and the use of a permitting structure in place by the State Department of Energy and Environmental Protection.

Mr. Schenck, Jr. stated that the town is reviewing all components that has already been approved. The REMI model approach for the cost benefit analysis standard is used by the State of Connecticut. Approximately \$100,000 is the cost to purchase software and the model for the requested independent and objective process.

8. **Ayse Ozkaya, 56 Filley Street**, expressed her discontentment with the entire process in negotiating with Niagara.
9. **Kevin Gough, 5 Bear Ridge Drive**, read the substitute legislative bill. He also outlined the environmental impact on plastic and diesel pollution. Mr. Gough briefly discussed major complaints of focus on the abstract ideal of economic development for the town, as well as the focus on the quality of life for residents.
10. **Robert Berman, 8 Hiram Lane**, addressed several viewpoints regarding public notifications that were available for review regarding the Niagara project, the importance of giving common courtesy to all, CEEC consideration of the appropriate amount of open space for the town, high taxes increases for residents if new business development is not in town and threatening to vote members of Council out of office.
11. **Philip Dunlap, West Hartford, CT** expressed the lack of forth sight of a natural resource, the environmental impact study and its account for future change in the environment changing climate for water evaporation.

REPORT FROM COUNCIL SUBCOMMITTEES

Administration & Education – Councilor Rivers read a brief report of this subcommittee focusing on an update from the Library Building Committee, Solar Presentation by the Bloomfield Board of Education, HRC Affirmative Action status update, Presentation by the Filley Park Fundraising Committee and the Town Manager’s Goals for FY 15/16 status report.

Committee on Committees – A special meeting of this subcommittee will be held on Wednesday, March 23, 2016 at 6:30 p.m. in Conference Room #5.

Finance – The next subcommittee meeting will be held on Monday, March 21, 2016 at 5:45 p.m. This subcommittee will conduct interviews for an independent audit consultants. On April 18, 2016 a joint subcommittee meeting will be held in conjunction with Land Use & Economic Development to discuss the tax abatement policy.

Public Safety – Councilor Washington will present a detailed report of this subcommittee at the next meeting of Council.

COUNCIL BUSINESS

ADDITIONS TO AGENDA

It was moved by Mayor Gamble, seconded by Councilor Hypolite to add item FY 15/16-59: Discussion and Possible Action to endorse the proposed resolution for two legislative bills.

It was moved by Deputy Mayor Schulman, seconded by Councilor Neuwirth and voted unanimously to add item FY 15/16-55: Discussion and Possible Action Regarding Allocating \$5,000 for the Filley Pond Committee for Advertising Expenses.

OLD BUSINESS

FY 15/16:55 - Discussion and Possible Action Regarding Allocating \$5,000 for the Filley Pond Committee for Advertising Expenses

Councilor Hypolite cautioned the Council to develop a clear and consistent policy to address potential request from other groups seeking funding for various projects. He also expressed interest in developing a matching grant for organization with community projects.

Deputy Mayor Schulman expressed the differences of committees appointed by Council for town project and other community organizations.

It was also noted that the committee should create printed documentation and other expenditures to present to possible donors in fundraising efforts for Filley Park.

Mr. Schenck, Jr. stated that the committee's goal was to raise between \$100,000 - \$1,000,000.

NEW BUSINESS

FY 15/16-57: Consider and Take Action Regarding Transfer Appropriations within the 2015/2016 Budget

This item was referred to the Finance Subcommittee meeting for further review and discussion.

FY 15/16-58: Consider and Take Possible Action Concerning Property Tax Appeals

This item was referred to Executive Session for further discussion and possible action.

FY 15/16-59: Discussion and Possible Action to endorse the proposed resolution for two legislative bills

It was moved by Deputy Mayor Schulman, seconded by Councilor Merritt to endorse the following resolution:

RESOLVED, that the Bloomfield Town Council supports recently introduced State legislation to promote greater transparency in the filing and handling of land use applications; in support of bill SB 328 as submitted origin and

RESOLVED, further that the Bloomfield Town Council supports the current and proposed further study of a State-wide water policy; recognizing that water is an important and necessary resource in support of bill SB 422.

Councilor Hypolite inquired about seeking to endorse the original or proposed raised bill. It was noted that only through process sponsors can make revision. The substitute bill has been submitted to the legislature. He remains steadfast in being open, honest and having clear prioritize to residents and water discounts were added to the modified bill as well.

Deputy Mayor Schulman inquired about the non-transparent procedures before a municipal body and how the state should create statewide water plan, prioritizing residents during the time of drought.

Councilor DeLorenzo requested clarification regarding the original version of this bill. He recommended amending the original motion to support, SB 328 “may” to “shall”, SB 422 entities exporting water out of state.

Councilor Merritt is in favor of the spirit of both bills. He also stated that this has become too legalistic about this issue.

Councilor Washington requested a brief opinion of the Town Attorney regarding Council support.

Attorney Marc Needelman stated that this issue is not a legal question. However, it is a combination of information regarding policy issues. It was noted that Council can debate the pros and cons related to legislation with state legislature. Most legislative bills are introduced as a concept, review back and forth modified with numerous changes.

The Town Council can support a policy position on the proposed bills pending before the state legislature and express a general sense of concepts allowing the flexibility in moving forward.

Councilor Neuwirth read the original resolution presented to Council.

Councilor Rivers reiterated the obligation of what Council will be supporting.

Deputy Mayor Schulman mentioned support of the specific bill number and eliminate reference to bills. He recommended an amendment of the motion to the original language.

Councilor Hypolite stated that information received initially would be the bases for any testimony to the State Legislature. He also expressed interest in reviewing the submittal bill.

It was moved by Deputy Mayor Schulman, seconded by Councilor Merritt and voted unanimously to endorse the following resolution:

RESOLVED, that the Bloomfield Town Council supports recently introduced State legislation to promote greater transparency in the filing and handling of land use applications; and

RESOLVED, further that the Bloomfield Town Council supports the current and proposed further study of a State-wide water policy; recognizing that water is an important and necessary resource.

Mayor's Report

No report at this time.

Town Manager's Report

Mr. Schenck, Jr., Town Manager reported the following updates to the Town Council:

- The FY 2016/2017 budget process underway. The Bloomfield Board of Education and the Town Manager's proposed town budget was presented on March 10, 2016.
- The Business Visitation program for the month visited the following businesses: Art & Fitness, Associated Machinery and Total Wall Systems.
- On March 9, 2016, the Bloomfield/West Hartford Health District approved and passed their budget for next fiscal year. There was small increase to municipal services, which included a hire for a part time food inspector.
- The Public Works Department began street sweeping various neighborhoods around town.

APPROVAL OF MINUTES

It was moved by Councilor Washington, seconded by Councilor Rivers to approve the minutes of January 25, 2016 with an amendment and noted corrections.

VOTE: AYE: J. Gamble, S. Schulman, J. Washington, W. Hypolite, L. Rivers, J. Neuwirth, J. Merritt, P. DeLorenzo
NAY: None

ABSTAIN: None

The motion passes.

COUNCIL COMMENTS

Councilor DeLorenzo thanked citizens for coming out to express their concerns. He also stated that the Council's intent is to honor agreements made for independent review and asked residents to be patient.

Councilor Neuwirth announced on May 1, 2016 a town wide golf tournament will be held to support fundraising efforts for Celebrate Bloomfield.

Councilor Merritt expressed his discontentment with tax incentives. He stated that residents are highly taxed in the state and municipalities. Councilor Merritt recommended a reduction in overall costs and develop ways to deliver quality services.

Deputy Mayor Schulman expressed his desire to include the specific bill number in the letter of support. He stated that it is important to express town policy and concepts to the state legislature. Deputy Mayor Schulman also wished all Christian residents a Happy Easter!

Councilor Washington stated that decisions of the Council are in the best interest of all town residents.

Councilor Hypolite commended Senator Beth Bye and State Representative David Baram on the original legislation and support to strengthen bills focusing state water plans and transparency. He also commended Mayor Gamble, Deputy Mayor Schulman and Councilor DeLorenzo for meeting with residents to begin dialogue about moving forward as collaborators for the overall community.

The Affirmative Action policies are guided by statutes to create a policy to have employment reflect the community and match the diversity of this community.

Councilor Rivers discussed transparency concerns and stated that the Council did not intend to deceive anyone. The intention was to work hard to make this process work overall to ensure open communications.

EXECUTIVE SESSION

At 10:18 p.m., it was moved by Councilor Washington, seconded by Councilor Neuwirth and voted unanimously to enter into Executive Session A. Discussion Concerning Pending Claims and Litigation with the Town Council, Town Manager, Town Attorney and Assistant to the Town Manager.

At 10:22 p.m., it was moved by Councilor Seldon, seconded by Councilor DeLorenzo to exit Executive Session A.

At 10:23 p.m., it was moved by Councilor Washington, seconded by Councilor Rivers to enter into Executive Session B. – Discussion Concerning Property Tax Appeals

At 10:35 p.m., it was moved by Councilor Rivers, seconded by Councilor DeLorenzo and voted unanimously to exit Executive Session B and enter into regular session.

It was moved by Councilor Neuwirth, seconded by Councilor Washington and voted unanimously to authorize the Town Attorney to enter into settlement negotiations of property tax appeal (1051 Blue, LLC v. TOB).

ADJOURNMENT

At 10:38 p.m., it was moved by Councilor Merritt, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting.