

BLOOMFIELD TOWN COUNCIL
Monday, June 27, 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. Mayor Gamble will be announcing the addition of Ms. Mary Murray to the Filley Park Fundraising Committee
 - B. Presentation of Check to the Bloomfield Food Bank by Mr. Robert Ike, Bloomfield Republican Town Committee Chair and Ms. Marie MacDonald, Vice Chair.
 - C. Discussion on Certified Local Government Designation for Historic Preservation by Dale Bertoldi
 - D. Report from the Library Building Committee (Mark Weisman)
- 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
 - 15/16-83: Discussion and Possible Action Regarding Policy 110.04 (Town of Bloomfield Meeting Agenda Format and Minutes)

15/16-84: Discussion and Possible Action Regarding Policy 110.05 (Bloomfield
Town Council – Rules of Procedure)

- VII. Report from Mayor and Town Manager
- VIII. Approval of Minutes
 - A. Monday, June 13, 2016
 - B. Monday, May 23, 2016
- IX. Council Comments
- X. Executive Session
 - A. Discussion Concerning Employee Evaluation – Town Manager
- XI. Adjournment



*Department of
Planning & Zoning*

TOWN OF BLOOMFIELD
800 BLOOMFIELD AVENUE
BLOOMFIELD, CT 06002-0337
860-769-3515

Memorandum

To: Philip K. Schenck, Jr., Town Manager
From: Barry Berson, Chairman, Town Plan and Zoning Commission
Date: June 23, 2016
Re: Certified Local Government Status

At its February 25, 2016 Regular meeting, the Town Plan and Zoning Commission heard from Dale Bertoldi of the Wintonbury Historical Society and Mary Dunne, Local Government Grants Coordinator for the State Historical Commission, regarding the benefits of obtaining Certified Local Government Status for the Town of Bloomfield. It was the consensus of Commission members at that time that such a designation would be beneficial for the Town in its efforts to preserve some of its historical assets.

It is our understanding that Mr. Bertoldi is proceeding with asking the Town Council to initiate the process to obtain a Certified Local Government designation for the Town of Bloomfield. At its June 23, 2016 meeting the Commission formally endorsed sending this memo to the Town Council in support of the efforts of Mr. Bertoldi and the Historical Society.

Town Plan and Zoning Commission


By Barry Berson, Chairman

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: June 24, 2016

RE: FY 15/16-83: POLICY 110.04 - TOWN OF BLOOMFIELD
MEETING AGENDA FORMAT AND MINUTES

Please see the attached policy on Agenda Format and Minutes which we plan to implement July 1, 2016. This format will be required by all subcommittees, boards and commissions. The format is currently used for the Town Council Meetings.

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

*Move to adopt Policy 110.01 – Town of Bloomfield Meeting Agenda
Format and Minutes*

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Town of Bloomfield Meeting Agenda Format and Minutes NO: 110.04
DATE: 4/28/2016
AMENDED:
DISTRIBUTION: All Departments, Subcommittees, Boards and Commissions BY: Sharron Howe
Assistant to the Town Mgr.
APPROVED: _____

I. PURPOSE

The purpose of this policy is to establish a formal agenda format to be used by all Council Subcommittees, Boards and Commissions, and Town departments when holding Town meetings.

II. RESPONSIBILITY

All Council Subcommittees, Boards and Commissions, and Town departments shall use the following agenda format when seeking to hold a meeting:

	Committee Name
	Date
	Location
	Committee Members
I.	Call to Order
II.	Roll Call
III.	Public Hearing (if applicable)
IV.	Old Business (numbering system—TC only)
	15/16-1:
	15/16-2:
V.	New Business (numbering system—TC only)
	15/16-4:
	15/16-5
VI.	Public Comments
VII.	Approval of Minutes
VIII.	Adjournment

III. PROCEDURE

- A. All agendas will be submitted to appropriate committee members no later than 24 hours prior to the meeting date for regular meetings and no later than 48 hours prior to the meeting date for Special Meetings.
- B. All agendas will be posted to the Town website no less than 24 hours prior to the meeting date for regular meetings and no later than 48 hours prior to the meeting date for Special Meetings.
- C. If a Public Hearing is required, the hearing will be noticed no later than 10 days prior to the meeting date. The Clerk of Council will coordinate the notice if the matter relates to Council business, otherwise, the department for which the matter relates will be responsible to coordinate the hearing.

- D. All agendas should be submitted to the Town Clerk's Office no later than 24-48 hours prior to the meeting date.
- E. Exceptions to the policy are at the discretion of the Town Manager and the Town Council.
- F. Town Committees should have a person responsible for publishing their agendas.
- G. Town Council and Town Council Subcommittees approved motions will be submitted to the Town Clerk's Office and posted to the website no later than 48 hours after the meeting.
- H. Draft minutes for Town Council and Town Council Subcommittees will be posted to the website with seven dates after the meeting.
- I. Town Committees should have a person responsible for reserving appropriate meeting rooms, providing the Town Clerk's office a copy of the Committee's yearly meeting schedule, and ensuring sufficient room set-up, adequate number of chairs, audio visual equipment and set-up, etc.

DRAFT

TO: Town Councilors

FROM: Philip K. Schenck, Jr., Town Manager 

DATE: June 24, 2016

RE: FY 15/16-84: POLICY 110.05 - TOWN OF BLOOMFIELD
RULES OF PROCEDURE

I have taken the liberty of putting your Rules of Procedure in policy format. Please take an opportunity to review the rules. Prior to your adopting the rules into policy, I would suggest that a referral be made to the Administration and Education Subcommittee to review/update.

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

Move to refer the Bloomfield Town Council Rules of Procedure to the Administration and Education Subcommittee

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Town Council of Bloomfield Rules of Procedure

NO: 110.05

DATE: 6/21//2016

AMENDED:

Assistant to the Town Mgr.

APPROVED: _____

DISTRIBUTION: Town Council

I. PURPOSE

The purpose of this policy is to establish a formal Rules of Procedure for Town Council meetings.

II. RESPONSIBILITY

Town Council Members
Town Manager
Clerk of Council

III. PROCEDURE

All Town Council meetings shall use the following Rules of Procedure when holding a meeting:

A. ORGANIZATIONAL MEETING:

The Council shall meet on the call of the Town Manager within two weeks after election. The Council shall elect a Chair whose title designation shall be Mayor, a Vice Chair whose title designation shall be Deputy Mayor, and such other offices as it may determine necessary to serve for the ensuing period until the next local election.

B. REGULAR MEETINGS:

Regular meetings of the Council shall be held in the Town Hall beginning at 7:30 p.m. on the second and the fourth Mondays of each month unless otherwise determined by the Council. In the event that said Mondays fall on a State or Federal holiday, meetings shall be held on the following Tuesdays.

C. SPECIAL MEETINGS:

Special meetings of the Council may be called by the Mayor or by not less than three members of the Council. Notice of a special meeting shall be given not less than forty-eight hours prior to the time of such meeting, not including Saturdays, Sundays and holidays, by filing a notice of the time and place thereof in the office of the Town Clerk. Any such notice received under this section shall be posted inside the office of the Town Clerk and be posted on the meeting board located outside of the Town Clerk's office, as well as on the Town's Web Site. The requirement that such notice be given not less than forty-eight hours prior to the meeting may be waived, in case of an emergency, by the Mayor or not less than three members of the Council, who shall state in such notice the specific nature of such emergency which would preclude the giving of such forty-eight hours' notice. The notice shall specify the date, time, and place of the special meeting and business to be transacted. No other business shall be considered at such meeting. In addition, at least forty-eight hours prior to the time of such meeting, written notice shall be delivered to the usual place of abode of each member of the Council and the Town Manager so that such is received prior to such special meeting, unless the forty-eight hour notice

is waived as set forth above. This notice may be delivered by either hand-delivery or electronic delivery. If delivered by electronic delivery, telephone calls shall be made to each member of the Council and the Town Manager by the Clerk of the Council that such a special meeting has been set. The requirement of delivery of any such notice may be dispensed with as to any member of the Council who is actually present at the meeting at the time it convenes.

The Clerk of the Council shall certify upon the original copy of the notice filed with the records of the Council by whom the meeting was called and the manner in which the notice was delivered to the members of the Council and the Town Manager.

D. PUBLIC MEETINGS:

No ordinance or resolution shall be adopted, no appointment or removal of members of any permanent board, agency, committee or commission appointed shall be made except in a meeting of the Council open to the public. The same process shall be followed for the creation or dissolution of any such entity itself. Recommendations for appointment or removal of permanent committee members or creation or dissolution of such committees shall come from the Committee on Committees for approval by the Council. Any mayoral appointment or removal shall be made known publicly at the next meeting of the Council presided over by the Mayor.

At least one public hearing, five days' notice of which shall be given by publication in a daily or weekly newspaper having a circulation in the Town and by posting at the Town Hall and on the Town Website, shall be held by the Council before any ordinance shall be passed.

E. QUORUM:

The presence of a majority of the members of the Council shall constitute a quorum, but no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting of the Council shall be adopted by less than five affirmative votes.

F. THE MAYOR:

The Mayor shall preside at all meetings. The Mayor shall preserve order and decorum. The Mayor shall decide all questions or orders, without debate except at the Mayor's request. The Mayor may speak and vote on all questions. The Mayor shall be an ex-officio member of all Council sub-committees without the right to vote, except for those sub-committees to which the Mayor is appointed as a member.

In the absence of the Mayor for whatever cause arising, the Deputy Mayor shall act as Mayor and as such, shall have all the powers and duties of the office of the Mayor.

In addition, if neither the Mayor nor the Deputy Mayor are available to preside at a Council meeting, a majority of the Council members present shall elect one of themselves to preside over the meeting. This presiding councilor shall only have the power to preside over that one meeting, shall preserve order and decorum, and shall decide all questions or orders without debate, except as the presiding councilor shall request.

The Mayor shall represent the Town as the titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings and upon such other occasions as the Mayor's presence in such capacity may be beneficial to the Town.

The Mayor shall designate committees of the Council and appoint and/or remove members thereto, subject to being overruled by the Council.

The Mayor shall designate ad hoc committees of the Council and ad hoc public community committees and appoint and/or remove members thereto. An ad hoc committee is defined as one that is created for a limited time and a specific, limited stated purpose. The specific time period need not be stated in the designation of the committee but may be contingent in the accomplishment of its specific objectives.

G. CLERK OF COUNCIL:

The Clerk of the Council shall be appointed by the Council and shall keep the minutes of its proceedings which shall be a public record, and perform other duties as may be assigned by action of the Council.

H. THE TOWN MANAGER:

The Town Manager shall attend all meetings of the Council with the right to speak but not to vote, and shall perform other such duties as may be assigned by the ordinance or resolution of the Council (Charter, Sec. 502). The Council by simple majority vote may also ask the Town Manager to perform such other duties as it may assign in accordance with his or her contract with the Town.

I. COMMITTEES:

The Council may also from time to time appoint permanent, standing committees of the Council. Permanent standing committees of the Council shall be:

- I. Finance
- II. Administration & Education
- III. Public Safety
- IV. Land Use & Economic Development
- V. Committee on Committees
- VI. Community Services Committee

J. ORDER OF BUSINESS OF COUNCIL MEETINGS:

At all regular meetings of the Council the order of business shall be as follows:

- I. Pledge of Allegiance
- II. Roll Call
- III. Announcements and Presentations
- IV. Citizen's Statements and Petitions
- V. Report from Council Subcommittees
- VI. Council Business
- VII. Financial Report (second council meeting of the month only)
- VIII. Report from the Mayor
- IX. Report from the Town Manager
- X. Approval of Minutes
- XI. Council Comments
- XII. Executive Session (if needed)
- XIII. Adjournment

K. PRIVILEGE OF THE FLOOR:

Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of providing information to the Council concerning the business and affairs of the Town. The Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any question of legal procedure.

It shall be the policy of this Council to allow members of the public to address the Council during Citizen's Statements and Petitions on all agenda items, or any other matters of concern. 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. The Mayor or councilor presiding may permit additional statements by the same person during Citizen's Statements and Petitions or at such other times during the agenda of Council meetings as he or she deems appropriate, subject to being overruled by the Council.

L. EXECUTIVE SESSION:

The rules of procedure shall be:

- (a) An executive session may be convened by affirmative vote of two-thirds of such body present and voting.
- (b) Attendance at the executive session shall be limited to the Council and such other persons as may be required for advice and information as permitted by State law.
- (c) Executive sessions shall be only for those purposes permitted by State law. Any motion for executive session shall so specify the reason. Discussion in executive session shall be limited to the reason specified.

M. MOTIONS:

When a motion is made and seconded, it shall be stated by the Mayor, Deputy Mayor, or councilor presiding and subject to amendment or withdrawal, except that such withdrawal cannot be made subsequent to a voted amendment, except as provided by Robert's Rules of Order.

When a motion is under debate, no further action shall be received except (1) to adjourn, (2) to recess, (3) to table, (4) for the previous question, (5) to limit or extend debate, (6) to postpone to a time and date certain, (7) to refer to committee, (8) to amend, (9) to postpone indefinitely, which motions shall have precedence in the order indicated.

Motions to table, to postpone to a time and date certain or to postpone indefinitely once having been decided, shall not be reconsidered.

N. VOTING:

The ayes, nays or abstentions of each council member on each vote shall be recorded in the minutes. If the vote is unanimous, the vote shall be indicated as unanimous.

O. CITIZEN'S PETITIONS:

Any petition by a citizen requesting Council action shall be in writing and state the citizen's name and address. If six (6) members of the Council shall so vote, such petition shall lie over to one of the next three succeeding meetings of the Council, to be placed on the Agenda and taken up during item VI of the regular order of business; but in no event shall such petition be acted upon at a meeting at which the petition is presented.

P. SPECIAL COUNCIL ASSIGNMENTS:

The Mayor shall assign all members of the Council desiring such, with the approval of the Council, as liaisons with council-appointed Town committees and Town-related Agencies through and with the cooperation of the Town Manager, so as to be particularly informed in the assigned area of concern. Assignments will be made in the areas of Town operation that are deemed appropriate by the Council.

Each appointee shall report to the Council upon request or at his or her own discretion as to matters related to his or her respective area.

Q. INTRODUCTION OF ORDINANCE AND RESOLUTIONS:

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in accordance with Sections 307, 308, 309 and 310 of the Town Charter.

R. PARLIAMENTARY AND CHARTER AUTHORITY:

The last published edition of Robert's Rules of Order shall be the parliamentary authority for the Council, except as otherwise provided in these rules; and except that should any of these rules be inconsistent with the provisions of the Charter, then the Charter shall prevail, except that there may be discussion after a motion to table has been offered.

S. MINUTES:

The Clerk of the Council shall keep the minutes of all Council meetings which shall contain a summary of council discussions and actions. Any statements to be made part of the minutes must be submitted to the Clerk of the Council in writing during such meeting, provided, that any Town Financial reports submitted to the Council shall be appended to the minutes of that meeting.

T. AGENDA:

The Town Manager, in consultation with the Mayor, or in his or her absence with the Deputy Mayor, shall cause to be prepared an agenda containing those items of new business to be considered at each Council meeting. Such agenda shall consist of items originating from the Town Manager's office together with items requested by any Council member, and shall be completed on Tuesday noon next prior to the Council meeting date. No item which is not listed on the regular agenda shall be considered as new business by the Council unless, by a vote of two-thirds of the total membership of the Council, this provision is waived. Council members requesting that an item be included on the agenda shall be responsible for opening discussion on such item and providing facts necessary for any action requested on such item.

U. TELEPHONIC AND ELECTRONIC VOTING:

Telephonic voting shall only be permitted if the absent member of the Council can be verified through a computer link-up or similar manner so the absent member of the Council can be confirmed by the members of the Council physically present at the meeting. All verbal communication by the absent Council member must be by telephonic communication in a manner that can be heard by not only the rest of the Council but also by the Clerk of the Council and any members of the audience that are present, and, if such Council meeting is televised, by the watching public. This process can only be carried out if all other members of the Council have been notified not less than forty-eight hours in advance of the Council meeting at which this telephonic voting will take place.

V. SUSPENSION OR AMENDMENT OF RULES:

Any of these rules may be suspended by the affirmative vote of not less than two-thirds of the members of the Council, provided that such action is not inconsistent with any provisions of the Charter.

Any amendment to these rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than two-thirds of the members of the Council at a subsequent meeting of the Council.

DRAFT

BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, June 13, 2016 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Joan Gamble, Councilors Joseph Merritt, Patrick DeLorenzo, Wayne Hypolite, Joel Neuwirth, Derrick Seldon, Leon Rivers and Joseph Washington

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, William Hogan, Director of Finance, Cindy Coville, Human Resource Director, Jose Giner, Director of Planning and Economic Development, Yvette Huyghue-Pannell, Director of Senior Services, Attorney Marc Needelman and India M. Rodgers, Clerk of Council

Absent was: Deputy Mayor Schulman

PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENTS & PRESENTATIONS

Mayor Gamble requested a moment of silence for the victims of the Orlando Nightclub shooting in Florida.

Mayor Gamble also recognized Councilor Neuwirth for his efforts in planning and organizing Celebrate Bloomfield. She thanked the town staff and administration for their time and participation.

CITIZENS STATEMENTS & PETITIONS

1. **Linda Pagani, 4 Guernsey Road** stated her support of the Prosser Public Library project and it to remain at the existing site, 1 Tunxis Avenue. She also stated that she is an avid patron of the library and stated the importance of this building as a cornerstone in the Town Center.
2. **Tim Wolf, 4 Guernsey Road** stated his support of the Prosser Public Library renovation project of the existing site. He also noted that the current building site is one of the older architecture left in the town center.
3. **Lucille Morrissette, 17 Arnold Drive** is the Co-Chair of Commission on Aging. She expressed her advocacy for Centerbrook Architects Human Services building report at 330 Park Avenue. Mrs. Morrissette reiterated the need for a new building/renovation due to building codes, air quality, American Disability Association codes, ceiling leakage, and HVAC issues. This buildings should be safe and comfortable location for seniors.

4. **Ayse Ozkaya, 56 Filley Street**, expressed her discontentment regarding tax abatement concerns to Niagara Bottling Company. She also requested a status update for the environmental impact study for Niagara Bottling Company.
5. **Joe Suggs, 10 Sandpiper Drive** expressed concerns regarding the appearance of various buildings along the southern entrance of Blue Hills Avenue. He noted several improvements in the areas such as: VFW building which is privately owned.
Mr. Suggs mentioned the quality of life for residents in this area such as: P. Faith McMahon Wintonbury branch library, tennis courts and basketball court renovation in the Blue Hills corridor.

Mr. Suggs also addressed concerns regarding minority owned business as they relate to a comprehensive review of Affirmative Action efforts for the town in the past. On November 27, 2006, per Council minutes, Council voted and approved a set-aside resolution for a minimum of 30%, excess of \$5M (new capital improvement projects), adding local Bloomfield minority business enterprises, and publicly funded projects for expressed interest of the Minority Construction Council.

The following individuals expressed concerns regarding construction bid opportunities for minority owned business, within the Town of Bloomfield. All of the individuals listed below are members of the Minority Construction Council (MCC). There are a wide array of construction specialty areas interested in working on new builds or renovations for commercial projects. Members of the MCC requested Council to consider the 30% set aside for minority owned businesses:

- Rick Rowe, 6 Clover Lane
- Joslyn Chance, 544 Bloomfield Avenue
- Rollo Jones
- Ken Murphy, 98 Wadhams Road
- Julian Alleyne, 16 Revere Road
- Oshun Vincent
- Michael Gallimore, 6 Jeffrey Lane
- James Hopkins

REPORT FROM COUNCIL SUBCOMMITTEES

Administration & Education – Councilor Rivers gave a brief report of the last meeting held on June 6, 2016.

Golf – Councilor Rivers stated that the golf course is doing very well with increased rounds of play. The honorary dinner for Anika Noni Rose was held during events for Celebrate Bloomfield. Golf Management is making every effort for community involvement; to attract residents to participate.

Finance – The next meeting of this subcommittee will be held on Monday, June 20, 2016 at 5:45 p.m. This meeting will focus on an update regarding debt service with the town's financial advisors, the May financial report, increased revenues in several areas, real estate conveyance and building permit activity.

ADDITION TO THE AGENDA

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to add agenda item **FY 15/16-81: Consider and Take Action Regarding Appointment to Bloomfield Housing Authority.**

COUNCIL BUSINESS

OLD BUSINESS

FY 13/14-12: Consider and Take Action Regarding the Sale of 97 Granby Street

It was moved by Councilor Hypolite, seconded by Councilor Merritt and voted unanimously to accept the proposal of Kong Real Estate LLC and direct Staff and the Town Attorney to negotiate a purchase and sale agreement.

Councilor Neuwirth inquired about utilizing the property for staging area during renovations to be completed on Granby Street.

Councilor Merritt inquired about the market value of the property at 97 Granby Street. It was noted that the property is valued at approximately \$80,000.

Councilor Seldon asked about the use of the property for a parking lot adjacent to the new restaurant proposal. The town will not receive any compensation while the project is complete.

Councilor Hypolite inquired about the length of delaying the abutters' project. The goal is to complete the project with this construction season. Once the sales and purchase agreement has been negotiated, the project will commence. He also commended this small business owner for this purchase and his diligence.

Mr. Philip K. Schenck, Jr., Town Manager stated that the town spent \$45,000 for remediation and it was corrected to \$120,000 in market value from the current Assessor card.

FY 14/15-19: Consider and Take Action Regarding the Human Resource Consortium (HRC) Affirmative Action Plan

Councilor Rivers gave a brief background of the recommendations from the Administration and Education Subcommittee last meeting held on June 6, 2016. He also stated his recommendation of utilizing an Ombudsman to monitor this plan.

Councilor Hypolite expressed his gratitude for the written Affirmative Action Plan, however it is limited by federal statutes and regulations. He commended all of those involved in the creation of this plan.

Councilor Hypolite also noted that policy, procedures and practice, employment should reflect the diversity of community, not the State of Connecticut general demographics.

Councilor Washington stated that the Affirmative Action Plan is a very well thought out plan. However, he would like to narrow the focus to Bloomfield.

Councilor Merritt echoed comments of colleagues referencing that this plan does not go far enough to meet the goals of Bloomfield as its own demographic and community. He stated that the town and Council need to be aware and supportive of AA efforts.

Councilor Seldon requested the need to have someone independently to monitor this program.

Councilor DeLorenzo indicated that the current consultants, HRC role was to ensure monitoring of the Affirmative Action plan as a third party entity. It was noted that stricter requirements on the reporting process.

Mr. Schenck, Jr. stated that the HRC and Town Council can begin discussions in the Administration and Education Subcommittee to determine a monitoring model. Currently, HRC will report progress and status updates of set goals on a quarterly basis to ensure process and procedures are appropriate.

It was moved by Councilor Merritt, seconded by Councilor Neuwirth to approve the Town of Bloomfield Affirmative Action Plan.

VOTE: AYE: J. Gamble, W. Hypolite, L. Rivers, D. Seldon, J. Merritt, J. Neuwirth, P. DeLorenzo
NAY: None
ABSTAIN: J. Washington

The motion carries, 7-0-1

Councilor Rivers stated that this plan does not provide any protection for non-union individuals.

Councilor Washington requested a review for further clarification to encompass all individuals.

Councilor Hypolite requested clarification to have an ombudsman and stated that the bar has been set too low.

FY 15/16-60: Consider and Take Action Regarding the Town Facility Use Policy

It was moved by Councilor Seldon, seconded by Councilor Hypolite and voted unanimously to approve the Town Facility Use Policy.

Mr. Dave Melesko, Director of Leisure Services highlighted the requested changes from the last Administration and Education Subcommittee meeting held on June 6, 2016.

There were changes made to Fees for Priority groups. In Group #3, concerns were expressed by subcommittee members for charging fees to the following:

- 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 organization.

It was noted that the Town can reserve the right to charge fees to cover 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 – Resident use and Community Non-profit organizations

It was also noted that the Town would charge a nominal fee 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.

NEW BUSINESS

FY 15/16-77: Consider and Take Action Regarding Adoption of Resolution (Amend Mill Rate for Motor Vehicles: Senate Bill 502)

It was moved by Councilor Hypolite, seconded by Councilor Seldon and voted unanimously to adopt the following resolution:

RESOLUTION

WHEREAS, the Bloomfield Town Council adopted its budget and mill rates for FY 2016/2017 on May 2, 2016, based upon the expectation of certain actions by the Connecticut State Legislature regarding the authority to tax motor vehicles and the reimbursement by the State of Connecticut of revenue lost by the Town caused by a change in the taxation of motor vehicles; and

WHEREAS, the State Legislature adopted the State budget contrary to the expectations that were relied upon by the Town in establishing the budget and mill rate for FY 2016-2017; and

WHEREAS, Senate Bill 502 requires that municipalities which set their FY 2016-2017 motor vehicle rate at 32 mills prior to passage of the State budget bill to instead set their motor vehicle mill rates at the mill rate they previously set for real and personal property other than motor vehicles for the 2015 assessment year; and

WHEREAS, Senate Bill 502 authorizes the Town to adjust its motor vehicle mill rate “administratively” through action by its Town Council.

Now therefore be it

RESOLVED, that the mill rate for motor vehicles located within the Town for the 2015 assessment year (FY 2016-2017) shall be 36.65 per \$1,000.00 taxable value.

Mr. William Hogan, Finance Director gave a brief background of the resolution regarding amending the mill rate for motor vehicles.

Councilor Hypolite stated that the town will not heavily rely on difference from the State once this amendment is made.

The town initially loss \$750,000 State of Connecticut grant, however the more recent amount is now is approximately \$500,000 - \$550,000. The town is expected to receive \$450,000 grant for motor vehicles.

FY 15/16-78: Discussion and Possible Action Regarding Adopting a Plan for Holding Absentee Landlords Responsible for the Conditions of their Property

It was moved by Councilor Merritt, seconded by Councilor Hypolite and voted unanimously to refer to the Administration and Education subcommittee for further discussion.

FY 15/16-79: Consider and Take Action Regarding Tax Refunds

It was moved by Councilor Merritt, seconded by Councilor Hypolite to approve tax refunds.
(See the attached list)

FY 15/16-80: Consider and Take Action Regarding Adoption of Resolution (Tax Suspense List)

It was moved by Councilor Rivers, seconded by Councilor Neuwirth and voted unanimously to adopt the following resolution:

RESOLVED, that the Bloomfield Council hereby authorizes transfers in the amount of \$387,389.99 to the Suspense Tax Book for the years listed (2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014). This action is being taken upon the recommendation of the Tax Collector and as shown in a reported dated June 8, 2016. (See attached list)

FY 15/16-81: Consider and Take Action Regarding Appointment to the Bloomfield Housing Authority

It was moved by Councilor Merritt, seconded by Councilor Neuwirth and voted unanimously to reappoint Mrs. Elba Schulman, 8 High Ledge Road to the Bloomfield Housing Authority with term ending June 30, 2021, disclosure required.

Financial Report

There were no concerns or inquiries regarding the financial report.

Mayor's Report

On June 26, 2016, Mayor Gamble encouraged all residents to attend the Mayor's Brunch at the Wintonbury Hills Golf Course.

Mayor Gamble also stated that Celebrate Bloomfield was such a success!

Town Manager's Report

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

- Reconcile budget dilemma, tax bills sent out, due at the end of July
- Marcus Garvey sign done completed and will be installed in the near future
- CCM prescription drug program is still accepting individuals with assistance for medication. Contact Social & Youth Services for more information.
- Gillette Ridge will reopen in the next 30-45 days

COUNCIL COMMENTS

Councilor DeLorenzo thanked Councilor Neuwirth for a successful Celebrate Bloomfield. He also encouraged residents to participate with Summer Concerts on the Green. In addition, Councilor DeLorenzo reminded residents to support the Bloomfield Food Bank.

Councilor Rivers commended the Bloomfield High School Girls and Boys Track Team Awards benefit - \$500,000 scholarship to Bloomfield students.

Councilor Seldon commended town staff in assisting with the development of the Affirmative Action Plan, also look at minority set asides – move forward to ensure an opportunity

EXECUTIVE SESSION

At 9:27 p.m., Council entered into Executive Session B. – Discussion Concerning Personnel Matter with the Town Manager, Assistant to the Town Manager, Town Attorney and Human Resources.

At 9:45 p.m., Council exited Executive Session B.

At 9:46 p.m., Council entered into Executive Session A. – Discussion Concerning Personnel Matter.

At 9:55 p.m., Council exited Executive Session A.

At 9:56 p.m., Council entered into Executive Session C. – Discussion Concerning Pending Claims and Litigation.

At 10:03 p.m., it was moved by Councilor Merritt, seconded by Councilor Rivers and voted unanimously to exit Executive Session C, enter into Regular Session and add agenda item FY 15/16-82: Discussion Concerning Personnel Matter

At 10:04 p.m., it was moved by Councilor Merritt, seconded by Councilor Washington and voted unanimously to adopt Option 2 (Pay the pension going forward beginning on the 1st of the month following the request for benefits with a lump-sum payment plus interest for the amount the participant would have collected beginning at the normal retirement date through the date the pension payments actually begin).

At 10:05 p.m., it was moved by Councilor Merritt, seconded by Councilor Washington to enter into Executive Session D. – Discussion Concerning Employee Evaluation – Town Manager.

ADJOURNMENT

At 10:10 p.m., meeting adjourned.

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BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, May 23, 2016 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Joan Gamble, Deputy Mayor Sydney Schulman, Councilors Wayne Hypolite, Joel Neuwirth, Joseph Merritt, Leon Rivers, Derrick Seldon and Joseph Washington

Also present were: Philip K. Schenck, Jr., Town Manager, Sharron Howe, Assistant to the Town Manager, John Lawlor, Director of Public Works, William Hogan, Finance Director and India M. Rodgers, Clerk of Council

Guests: Mark Weisman, Chair of the Prosser Public Library Building Committee, Richard Szczypek, Tai Soo Kim Partners, LLC, Jeff Alberti, Weston & Sampson Architects

Absent was: Councilor Patrick DeLorenzo

PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENTS & PRESENTATIONS

Presentation by Weston & Sampson on the Public Works Facility

Mr. John Lawlor, Director of Public Works gave a brief overview regarding renovations at the Public Works garage. Weston & Sampson was hired in 2014 to review operations supported by the Public Works department, on call 24 hours per day, handling of incidents and emergencies and first responders.

Mr. Jeff Alberti of Weston & Sampson Architects presented detailed information regarding the facility renovations at the Public Works garage. They reviewed several areas of concern and the need for significant improvements:

- 50 year old building with no significant improvements
- Increased responsibilities v. current budget projections
- Inadequate employee facilities
- Training facilities
- Vehicle maintenance
- Vehicle storage
- Non complaint with building, plumbing and mechanical codes
- OSHA/DEEP standards, site security, operational deficiencies

This project will cost approximately \$9,965,000 from 2015 estimates and \$11,000,000 for 2017.

To reuse and renovate the existing building, the cost was reduced by \$7,000,000.

Councilor Washington inquired about inadequate meeting spaces. He also inquired about monetary implications to violations for DEEP/OSHA.

Councilor Merritt congratulated Public Works on presentation to re-use the building. He suggested that Council visit the facility. There is no room to move for employees, inadequate space and training is very important to Administration/Staff requirements.

Councilor Rivers thanked Public Works for their presentation and hope that town residents have a better understanding of renovation needs.

Councilor Hypolite inquired about prioritizing probable phase in for a potential solution in renovation efforts.

Councilor Seldon expressed about losing accreditation at Public Works. The agency has been attempting to achieve accreditation, which has been a two year process.

There could be a possible shutdown of the fueling station, due to DEEP violations if deemed inefficient.

There are 35 personnel, 3 women, no female lockroom/shower, bathrooms (no ADA compliance) and no sprinkler system available.

Deputy Mayor Schulman asked about the current square foot of 35,000. The new square footage estimates will provide an additional 12,000 in expansion space.

Public Comment

Joann Ritson, 90 Woodland Avenue stated that she was impressed with her visit to the Department of Public Works. She stated that staff was very professional.

Presentation by the Prosser Library Building Committee

Mark Weisman, Chair of the Prosser Library Building Committee expressed the recommendation to remain in town center. This recommendation is concurred with the Economic Development Commission, Town Planner, Bloomfield Public Schools Superintendent, Friends of the Library and the Library Board.

Mr. Richard Szczypek of Tai Soo Kim gave a brief overview of the program summary. He also presented and explained the library space planning guide worksheet.

Mr. Szczypek gave a review of the overall site plan for the Town Hall site and possible expansion on the existing site. The preferred site of the building committee is location at Town Hall.

Deputy Mayor Schulman inquired about the number of parking spaces at the Town Hall site. There is a projected total of 161 spaces. There will be a connection between library and Town Hall, cost estimates will remain the same at approximately \$19.7M.

Councilor Washington asked about the community room, business center and specialty reference areas.

Councilor Neuwirth stated that he was impressed that the committee took ideas and developed good concepts to address town resident's needs.

Councilor Seldon inquired about the total gross area for the new library.

Mr. Philip K. Schenck, Jr., Town Manager stated that the total estimated cost of this project is \$19.7M, which includes 3% fee construction manager, 10% owner's contingency, 9% design contingency and 5% construction contingency.

CITIZENS STATEMENTS & PETITIONS

1. **Ayse Ozkaya, 56 Filley Street** asked for a status update regarding the progress on the environmental impact study. Ms. Ozyacka asked to possibly have someone in place when Niagara arrives.

Mr. Schenck, Jr. stated that there will be a joint meeting of the Finance and Land Use/Economic Development subcommittees held in July to discuss and review the Tax Abatement Policy.

2. **Sharon Mann, 1 Adams Road** thanked the library and public works for their presentations. Mrs. Mann recommended Council to visit other area libraries. She endorsed the Prosser Public Library remaining in the town center.
3. **Kevin Gough, 5 Bear Ridge Drive** – thanked the Library Board for their presentation. He asked Council to consider long term options for the Town Hall site and existing site. Mr. Gough stated that the Human Services Building (330 Park Avenue) should be located in the center of town. The police station is a great idea for prime real estate.
4. **Penny Waylen – Maple Avenue** stated concerns about leaving current library up for grabs by unknown real estate developer and recommended the location for the center of town with beautiful aesthetics.
5. **Valerie Rossetti, 88 Kenmore Road** stated that the Public Works building priority is key. She also proposed to increase funding to incorporate more indoor storage. Ms. Rossetti recommended to maintain library at the current site.
6. **Paula Jones – 5 Bear Ridge Drive** expressed concerns regarding an empty corner of existing library site if moved. There are some potential developer concerns on what would be a valuable investment. Ms. Jones commended library building committee group on a great job in addressing numbers that make sense.
7. **David Mann, 1 Adams Road** stated that he was glad to see library remain in Town Center. This would provide a tremendous opportunity to invest in expanding into Filley Park.

REPORT FROM COUNCIL SUBCOMMITTEES

Community Services – The next regularly scheduled meeting of this subcommittee will be held on June 7, 2016.

Administration & Education – The next regularly scheduled meeting of this subcommittee will be held on June 6, 2016.

Golf – The regularly scheduled meeting of this subcommittee on May 23, 2016 was cancelled.

Public Safety – Councilor Washington will read a detailed report of this subcommittee from the last meeting held on May 9, 2016.

Committee on Committees – Councilor Washington deferred this subcommittee report to appointments on the Council agenda.

Finance – Councilor Hypolite gave a brief report of this subcommittee meeting. The committee discussed and recommended fourth quarter transfers, funding further studies of libraries, auditors' presentation, which was a clean and unqualified report. There was also discussion about upcoming audit/IT Cyber Security.

Land Use & Economic Development – Deputy Mayor Schulman gave a brief report of this subcommittee meeting. The committee discussed business expansion in Bloomfield, identifying specific business regarding the compartmentalization theory and received a presentation for Solar Panel Farm Project with the Bloomfield Board of Education.

COUNCIL BUSINESS

OLD BUSINESS

FY 15/16-64: Discussion and Possible Action Regarding the Board of Education Solar Farm Project

Councilor Hypolite inquired about comparable solar farms completed by this company in the State of Connecticut. He stated that he is in favor of saving money to reduce the carbon facility.

This project involves a 10 year lease agreement and a 25 year commitment for solar panel installation and production estimates.

Councilor Hypolite requested information regarding the Request for Proposal (RFP) process for this project.

It was noted by Mr. Wayne Casper, Director of Facilities for the Bloomfield Board of Education stated that there was no public RFP process.

Councilor Hypolite stated in absence the RFP process for this project, it appears that only one company was approved by the selection team.

Mr. Casper contacted three companies, with one being Greenspan Energy who provided a detailed presentation while the other two companies did not submit.

Councilor Hypolite inquired about an independent review of this company, references, formal review on other projects. In addition, he requested their expertise on tax credits, commercial solar technology,

Mr. Casper commented regarding the background references were completed and verified. This company has completed major projects in other locales and states.

Deputy Mayor Schulman inquired about any toxic materials for solar installation. It was noted that there are some safety issues involved with wildlife. A fence will be installed around solar panels that will be approximately minimum of 6 feet.

The Town of Bloomfield is the first major installation in CT due to the recent changes in state legislation permitting municipalities to participate in virtual net metering. This company have completed 25 projects in other states such as: Massachusetts, New Jersey, and Rhode Island

The stability of the company and institutional financing provide the town a gateway for this project. The town can't benefit from federal tax credits offered through this company.

Councilor Rivers stated that the solar business does not have any absolute certainties.

Councilor Seldon stated that Mr. Wayne Casper is very thorough in this work assessment of various projects. Due to the questions being raised regarding this project, he is not prepared to vote in favor of the project.

Councilor Washington inquired about a 10 year lease term and the purchase of the equipment thereafter.

Councilor Merritt thanked Wayne Casper for being proactive to undergo this project. His only concern is about wildlife and fencing. A proposed walking path is being considered on the south side of the land tract.

Councilor Neuwirth asked about the best use of this property and how viable it would be to save money for the town.

Deputy Mayor Schulman stated that this land tract is no cost to the town. The property is 5 acres and the Board of Education usage is limited.

It was moved by Deputy Mayor Schulman, seconded by Councilor Merritt to approve the Bloomfield Board of Education Solar Panel project, subject to all terms and conditions during the final analysis.

VOTE: AYE: S. Schulman, J. Neuwirth, L. Rivers, J. Washington, J. Merritt

NAY: None

ABSTAIN: J. Gamble, W. Hypolite, D. Seldon

The motion passes, 5-0-3.

NEW BUSINESS

FY 15/16-70: Consider and Take Action Regarding Transfer Appropriations within the 2015/2016 Budget

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

RESOLUTION

RESOLVED: In accordance with Section 908 of the Town of Bloomfield Charter, the below transfer of appropriations be approved:

The amounts below are free from encumbrances in the 2015-16 General Fund budget:

The above amounts are to be transferred to the following department in the 2015-16 General Fund budget:

<u>FROM</u>	<u>DEPARTMENT/FUNCTION</u>	<u>AMOUNT</u>
1-950	Town Contingency	\$25,000
1-900	Fixed Charges	\$20,000
	TOTAL	\$45,000

<u>TO</u>	<u>DEPARTMENT/FUNCTION</u>	<u>AMOUNT</u>
1-301	Planning & Development: Engineering	\$45,000
	TOTAL	\$45,000

Be it further resolved, that as part of the financial closeout of the 2015-16 fiscal year, the Town Manager is authorized to transfer any unencumbered departmental balances that may exist to the Town's Other Employment Benefit Trust fund (Fund 56).

FY 15/16-71: Consider and Take Action Regarding Appointments to the Juvenile Review Board

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to appoint the following individuals to the Juvenile Review Board:

- Roger Bunker (D) – 28 Old Village Road
- Patterson Crocker Jr. (D) – 26 Briar Lane
- Mark A. Mitchell – 14 High Wood Road
- Dawn Cooper-Grodger – Social and Youth Services
- India Rodgers – Social and Youth Services
- Officer Kenan Vugdalic – Police Department
- Officer Nicole Downs – Police Department
- Officer Robert Wilkins – Police Department
- Sergeant John Fox – Police Department
- Amy Paluska – Carmen Arace Intermediate School
- Karen Goldman – Carmen Arace Intermediate School

FY 15/16-72: Consider and Take Action Regarding Appointments to the Youth Adult Council

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to appoint the following individuals to the Youth Adult Council:

- Joyce Ladawn Betts (D) – 45 Alexander Road
- Roger Bunker (D) – 28 Old Village Road

- Shasona K. Cassells (D) – 22 Cadwell Road
- Hector L. Colon Jr., (D) – 6 Jerome Avenue
- Patterson Crocker Jr., (D) – 26 Briar Lane
- Jackson Felix (D) – 10 Red Oak Hill
- Carla L. Ladson (D) – 46 Alexander Road
- Eric Alan Martin (D) – 17 Briar Lane
- Raeleen Monica McMillian (D) – 39 Banbury Lane
- Valentina M. Parchin (D) – 32 Cliffmount Drive
- Juanita Richardson (D) – 34 Terry Plains Road
- Breonna Skyes (U) – 4 Timber Lane
- Caryn E. Wallace (D) – 319 Tunxis Avenue
- Donna Ward – 3 Richard Lane
- Yolanda Jenkins – Social & Youth Services
- Officer Robert Wilkins – Police Department
- Sergeant John Fox – Police Department
- Bethany Silver, Ph.D. – Board of Education
- Stacey McCann – Board of Education
- Jesse White – Metacomet School
- Shander George – Laurel Elementary School
- E. Leon Rivers (D) – 24 Stuart Drive

FY 15/16-73: Consider and Take Action Regarding Appointments to the West Hartford/Bloomfield Health District

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to appoint the following individuals to the West Hartford/Bloomfield Health District:

- Paula Walek (R) – 35 Sharon Road, term ending March 2018
- Gloria James (D) – 12 Sandpiper Drive, term ending December 2018
- Philip K. Schenck, Jr. Town Manager, “indefinite” (Town Managers of member towns are not subject to term limits)

FY 15/16-74: Consider and Take Action Regarding Appointment to Town Plan & Zoning – Alternate

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to appoint the following individual to Town Plan & Zoning – Alternate:

- Stephen Joseph Millette (R) – 63 Wintonbury Avenue, term ending November 13, 2017

FY 15/16-75: Consider and Take Action Regarding Appointment to Zoning Board of Appeals

It was moved by Councilor Washington, seconded by Councilor Rivers and voted unanimously to appoint the following individual to Zoning Board of Appeals:

- Dwight H. Bolton, Sr. (R) – 51 Burnwood Drive, term ending November 13, 2017

FY 15/16-76: Discussion and Possible Action Regarding Honorary Street Naming

It was moved by Deputy Mayor Schulman, seconded by Councilor Washington to approve the honorary naming of a portion of Granby Street “Marcus Garvey Way”.

Councilor Neuwirth expressed concerns about other groups coming to request honorary designation.

Councilor Washington mentioned honoring Richard Days. He stated that he would support an actual place in town to honor Mr. Days.

Councilor Seldon inquired about the timeframe listed for temporary or permanent markers.

The Town Manager recommended a modification of the existing policy on naming or develop a new policy specifying honorary designation for streets.

Mayor’s Report

On May 21, 2016, Mayor Gamble attended a ribbon cutting celebration at the Greater Hartford Ghanaian Seventh-day Adventist Church located at 76 East Dudley Town Rd.

Celebrate Bloomfield events will be held from June 1 – 4, 2016. Ms. Anika Noni Rose, Tony Award winning actress will be in town for this wonderful celebration.

Town Manager’s Report

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

- Mr. Schenck, Jr. encouraged all to participate in Celebrate Bloomfield, which will be held from June 1-5, 2016.
- On May 30, 2016 at 11:30 a.m., the Annual Memorial Day Parade and Service will take place on the Bloomfield Town Green. All residents are encouraged to attend the festivities.
- Mr. Schenck, Jr. stated that he attended a Realtor’s Breakfast, co-sponsored by the Board of Education and Town.
- On May 25, 2016 at 5:00 p.m., there will be an Annual Meeting of the Bloomfield Chamber of Commerce.
- On June 22, 2016, the Bloomfield Center Apartments project will have their closing on the property completed.

APPROVAL OF MINUTES

It was moved by Councilor Neuwirth, seconded by Councilor Rivers and voted unanimously to approve minutes of May 9, 2016 with noted corrections.

COUNCIL COMMENTS

Councilor Neuwirth encouraged all residents to participate in events for Celebrate Bloomfield, which will be held June 1 – June 5, 2016.

EXECUTIVE SESSION

At 10:30 p.m., it was moved by Councilor Neuwirth, seconded by Councilor Seldon and voted unanimously to enter into Executive Session A. – Discussion Concerning Employee Evaluation – Town Manager.

ADJOURNMENT

At 10:35 p.m., meeting adjourned.

DRAFT