

BLOOMFIELD TOWN COUNCIL
Monday, September 26, 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
- 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
 - Old Business
 - FY 15/16-86: Discussion and Possible Action Regarding Certified Local Government Designation for Historic Preservation
 - FY 16/17-8: Discussion and Possible Action Regarding Bond Refunding
 - New Business
 - FY 16/17-12: Consider and Take Action regarding Appointment to the Fair Rent Commission
- VII. Report from Mayor and Town Manager
- VIII. Financial Report
- IX. Approval of Minutes
 - A. September 12, 2016
- X. Council Comments
- XI. Adjournment

TO: Town Councilors

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

DATE: September 23, 2016

RE: FY 15/16-86: CERTIFIED LOCAL GOVERNMENT DESIGNATION
FOR HISTORIC PRESERVATION

Please review the attached memorandum from Planner Jose Giner regarding Certified Local Government Status. As you will recall, at the June 28th meeting, you referred this matter to the Land Use & Economic Development subcommittee. The subcommittee met on September 20th and is recommending to Council to proceed with this process.

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

Move to adopt the following resolution.

*RESOLUTION REGARDING CERTIFIED LOCAL GOVERNMENT
DESIGNATION*

To Authorize the Town Manager to appoint a local historic properties study committee for the purpose of making an investigation of one or more historic properties and initiate the process for the Town of Bloomfield to become a Local Certified Government in accordance with the National Historic Preservation Act Amendments of 1980 as may have been amended from time to time.



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: José Giner, AICP, 

Date: September 21, 2016

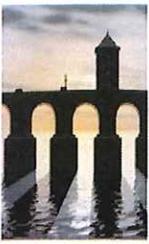
Re: Certified Local Government Status

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.

At its June 23, 2016 meeting the Commission formally endorsed sending a memo of support to the Town Council regarding the Town's participation in the Certified Local Improvement Program. The Council then referred the matter to the Land Use & Economic Development sub-committee who voted on September 20 to recommend to the full Council that we proceed with this process.

At this time we are asking that the Council pass a resolution that supports taking the steps necessary to designate Bloomfield as a Certified Local Government.

I have attached supporting material that explains some of the requirements and benefits.



Ironwood Community Partners, Inc.
52 Duncaster Road
Bloomfield, Ct. 06002
860-729-5852

March 5, 2015

"Renewal through Preservation"

Exhibit A- Assurance Letter from Twn. Council – see example enclosed

Exhibit E - Example letter for your use:

The Town of Bloomfield will ensure that when staff support or consultants are needed by the Historic District Commission, such staff resources or properly credentialed preservationists will be sought and consulted.

Exhibit F – Twn's conflict of interest policy

Exhibit G – Example for your use:

The Bloomfield Historic District Commission will make a reasonable and good faith effort to recruit citizens who are qualified to serve as members of the Commission by posting available openings on our website, local newspaper, local Historic Society, and Town Hall Bulletin Boards. If the Commission is unable to fill open positions locally, recruitment efforts will be made to include the Greater Hartford area.

Exhibit I - someone in the Planning Office to be prime contact



Ironwood Community Partners, Inc.
52 Duncaster Road
Bloomfield, Ct. 06002
860-729-5852

March 5, 2015

"Renewal through Preservation"

ASSURANCE LETTER

Ms. Mary Dunne
Connecticut Commission on Culture and Tourism
Historic Preservation Office
One Constitution Plaza, 2nd floor
Hartford, CT 06103

Dear Ms. Dunne

The Town of Bloomfield is requesting certification as a Certified Local Government from the State Historic Preservation Office. The Town of Bloomfield fulfills the program requirements as described in the Certified Local Government Program manual.

The Town of Bloomfield will:

1. Enforce appropriate state and local legislation for the designation and protection of historic properties.
2. Establish an adequate and qualified historic preservation commission .
3. Maintain a system for the survey and inventory of historic properties.
4. Provide for the adequate public participation in the local preservation program, including the process for nominating properties to the State and National Register.
5. Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the State Historic Preservation Office.
6. The Town will ensure that adequate administrative / professional expertise exists to allow the CLG to undertake its responsibilities.

The Town of Bloomfield, as a designated CLG will file an annual report with the Connecticut Commission on Culture and Tourism each year.

CLG Application Checklist:

First, please read the enclosed Certified Local Government Procedures to get an understanding of the program, its responsibilities and benefits. I have also provided a synopsis, but the procedures expand on the basic principles.

When you are ready to apply:

The application is not as much a form as it is a compilation of documents. Please refer to the list of required documents below. These are based on the CERTIFICATION APPLICATION REQUIREMENTS outlined in Section 6, page 13 of the CLG Procedures.

The chief elected official of the local government shall request certification as a Certified Local Government from the Connecticut Commission on Culture and Tourism, which acts as the State Historic Preservation Office (SHPO). The request shall include the following documents. For your reference, included in this packet is an example of appropriate documentation related to each exhibit.

Exhibit A: Written assurance by the chief elected official that the local government fulfills the program requirements as described in the Certified Local Government program manual.
See enclosed example

Exhibit B Copy of the local historic district/property study report(s) and/or ordinance(s) adopted pursuant to C.G.S., Section 7-147.
If you do not have a locally designated property or district, please contact me and I will be happy to assist you with this process first.

Exhibit C: Resumes of Commission members
Self-explanatory

Exhibit D: Copy of the local historic preservation plan, if available, or a statement describing the existing/proposed local preservation program, including survey, designation, and protection activities.
This can be your local historic district commission handbook

Exhibit E: Statement of how staff requirements will be met which is acceptable to the CHC.
See enclosed example

Exhibit F: A copy of the municipality's conflict of interest policy
Self-explanatory

Exhibit G: A statement outlining the process utilized by the municipality to appoint members to its local historic district and/or property commission.
See enclosed example

Exhibit H: A copy of the rules of procedure of your local historic district commission or local historic properties commission
See enclosed example

Exhibit I: The name, mailing address and phone number, fax and e-mail address of the municipality's CLG Program Coordinator or Contact.

The Procedures require that "In order to undertake satisfactorily such administrative requirements as record-keeping, annual report preparation, and grant administration, the CLG shall employ or have regular access to the equivalent of one full-time staff person with expertise in administration."

This does not have to be a position dedicated to CLG administration, but it must be someone at Town Hall that the SHPO can contact and be assured of timely response to any requests.

Often it is the grants administrator or someone in the planning office.

See enclosed example

Please submit the documents with a cover letter (see sample letter in packet) from your chief elected official to:

Mary Dunne
Local Government Grants Coordinator
Connecticut Commission on Culture and Tourism
One Constitution Plaza
Second Floor
Hartford, CT 06103

Please do not hesitate to call me if you have any questions about the required documentation.

Mary Dunne
mary.dunne@ct.gov
(860) 256-2756



Ironwood Community Partners, Inc.
52 Duncaster Road
Bloomfield, Ct. 06002
860-729-5852

July 20, 2015

"Renewal through Preservation"

Jose Giner
Town Planner
Planning & Zoning
800 Bloomfield Ave.
Bloomfield, Ct.
Re: Certified Local Government Status

Dear Jose,

Ironwood Community Partners (ICP) has done considerable research on the grant opportunities available to municipalities if they participate in the Certified Local Government (CLG) program. From your experience in Enfield you are aware how the CLG ensures Historic preservation issues are understood at the local level and are integrated into the local planning initiatives at the earliest opportunity. These interests and concerns can be part of an identification, evaluation, nomination, and protection process of historic preservation within the community.

ICP is currently studying the Lasalette park's historic resources; and Mary Dunne from the SHPO office agrees, this property can be a designated historic district to fulfill the core requirement for the CLG status.

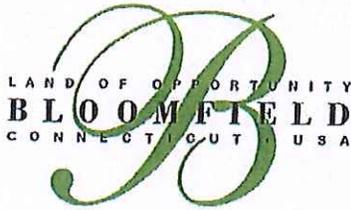
- An appointed preservation review committee will have jurisdiction over the designated property alone, however the committee can then serve a greater role to the TPZ by maintaining a system for the survey and inventory of historic properties;
- Provide public awareness in the local historic preservation program;
- Assist in forming and enforcing a '**Delay of Demolition**' of significant threatened historic properties;
- Participate in recommending additional properties to the State and National Register.

With the CLG status in place not only will federal grants be available for the Lasalette farm buildings adaptive use, but will extend to other Town and Non-profit properties as well, such as the Town Center Green. The Town Center has several historic elements that ought to be integrated into a Town Center Master Plan; the National Park Service offers Historic Preservation Enhancement Grants for this very purpose.

With your endorsement of this program, ICP would be prepared to present this to the Town Council at your convenience.

Thank you your consideration,

Dale Bertoldi, AIA
Executive Director
Ironwood Community Partners



*Department of
Planning & Zoning*

TOWN OF BLOOMFIELD
800 BLOOMFIELD AVENUE
BLOOMFIELD, CT 06002-0337
860-769-3516

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

What is a CLG?

A Preservation Partnership between a municipality, the Connecticut Commission on Culture and Tourism, and the National Park Service that ensures:

- Historic preservation issues are understood and addressed at the local level and are integrated into the local planning and decision-making process at the earliest possible opportunity;
- Local interests and concerns are integrated into the identification, evaluation, nomination, and protection processes of the Historic Preservation and Museum Division;
- Information concerning local historic preservation issues is provided to the Historic Preservation and Museum Division and to the public;
- Local historic districts and/or historic property legislation and commissions are established in towns where they do not exist;
- Existing local historic district and/or historic property legislation is updated as necessary;
- Existing Connecticut Historical Resource Inventory Information is made available to local communities to use in identifying and defining community and neighborhood development and conservation areas.

What are the Benefits?

Certified Local Governments:

- Assume a leadership role in the preservation of a community's prehistoric and historic resources;
- Have a formal role in the National Register of Historic Places nomination review process;
- Participate in the establishment of regional and state historic preservation objectives;
- Are eligible to apply for grants from a designated Certified Local Government fund established annually by the Historic Preservation and Museum Division whenever such funds are available;
- Receive technical and advisory services from the Historic Preservation and Museum Division;

How does our Municipality become a CLG?

The National Historic Preservation Act Amendments of 1980 contains the following five broad standards which must be met by a local government seeking certification.

- Enforce appropriate state and local legislation (pursuant to CGS 7-147) for the designation and protection of historic properties;
- Establish an adequate and qualified historic preservation review commission by state and/or local legislation;
- Maintain a system for the survey and inventory of historic properties;
- Provide for adequate public participation in the local historic preservation program, including the process of recommending properties to the National Register.
- Satisfactorily perform the responsibilities delegated to it under the National Historic Preservation Act Amendments of 1980 and those specifically designated to it by the SHPO.

THE PROCESS:

- Chief elected official submits a written request with supporting documentation to the SHPO requesting to be certified
- SHPO determines eligibility and forwards decision to the Secretary of the Interior for concurrence.
- Written agreement outlining responsibilities of the CLG is executed

BECOMING A CLG

STEP ONE: DESIGNATE A LOCAL PROPERTY OR DISTRICT:

- Legislative body appoints or authorizes the chief elected official to appoint an historic properties study committee for the purpose of making an investigation of one or more proposed historic properties.

FOLLOWING TIMELINES OUTLINED IN ATTACHED STATUTES FOR A SINGLE PROPERTY DESIGNATION:

- Committee investigates and submits a report which includes the following:
 - ✓ statement of historical and architectural significance of property
 - ✓ map showing exact boundaries of area designated
 - ✓ proposed ordinance to designate and provide for the protection of an historic property
 - ✓ current photographs of property
- Committee transmits copies of report to Commission on Culture and Tourism (me) and the local planning and zoning commission—*22 copies to CCT*. The Historic Preservation Council of the CCT meets the first Wednesday of the month. Please transmit 21 copies to me by the 15th of the month in order to be placed on the next month's agenda.
- CCT and planning zoning make recommendation within 65 days
- Committee holds a public hearing
- After public hearing, committee submits final report to the legislative body of the municipality
- If no objection is made by owners within 30 days, the legislative body votes to:
 - accept the report and enact the ordinance *or*
 - reject *or*
 - return the report with changes

Town establishes an historic properties commission, per statutes

STEP TWO

Once you have a designated property, you have fulfilled the minimum requirement for becoming a CLG and can complete the application for designation. Enclosed is an example of a successful application, with all the required components.

Please give me a call if you need assistance or have questions about anything in the application or process.

Mary Dunne
Local Government Grants Coordinator
860.256.2756
mary.dunne@ct.gov

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager 
DATE: September 23, 2016
RE: FY 16/17-8: BOND REFUNDING

The Finance Subcommittee met on Monday, September 19th to review the above. It was moved by Councilor Merritt, seconded by Councilor DeLorenzo and voted unanimously to recommend to the full Council to adopt the resolution entitled "Resolution Of The Town Council Of The Town Of Bloomfield Authorizing The Issuance Of Not Exceeding \$25,000,000 Refunding Bonds For Payment In Whole Or In Part Of The Outstanding Principal Of And Interest And Any Call Premium On The Town Of Bloomfield's \$25,000,000 General Obligation Bonds, 2010 Series A, Dated As Of October 20, 2010, And \$15,000,000 General Obligation Bonds, Issue Of 2011, Dated As Of November 1, 2011, And Costs Related Thereto," as introduced at the Town Council meeting held September 12, 2016.

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

Move to adopt the attached resolutions.

Department of Finance
INTER-DEPARTMENTAL MEMORANDUM

To: Philip K. Schenck, Town Manager
From: Jim Wren, Director of Finance
Date: September 22, 2016
Re: Bond refunding



At the September 19 meeting of the Finance Subcommittee, the Town's financial advisor, Barry Bernabe, presented a summary of the potential refunding of the Town's 2010 Series A General Obligation Bonds dated as of October 20, 2010 and the Town's 2011 General Obligation Bonds dated as of November 1, 2011. The recommended refunding will lead to potential debt service savings of approximately \$1.5 million with the final savings dependent on interest rates at the time the refunding is completed.

The Finance Subcommittee had been referred this issue by the Town Council at its meeting on September 12. The Finance Subcommittee voted unanimously to recommend that the full Town Council adopt the Refunding Bond Resolution at its September 26 meeting.

**RESOLUTION OF THE TOWN COUNCIL
OF THE TOWN OF BLOOMFIELD**

AUTHORIZING THE ISSUANCE OF NOT EXCEEDING \$25,000,000 REFUNDING BONDS FOR PAYMENT IN WHOLE OR IN PART OF THE OUTSTANDING PRINCIPAL OF AND INTEREST AND ANY CALL PREMIUM ON THE TOWN OF BLOOMFIELD'S \$25,000,000 GENERAL OBLIGATION BONDS, 2010 SERIES A, DATED AS OF OCTOBER 20, 2010, AND \$15,000,000 GENERAL OBLIGATION BONDS, ISSUE OF 2011, DATED AS OF NOVEMBER 1, 2011, AND COSTS RELATED THERETO

RESOLVED,

(a) That the Town of Bloomfield issue its refunding bonds, in an amount not to exceed TWENTY-FIVE MILLION DOLLARS (\$25,000,000), the proceeds of which are hereby appropriated: (1) to fund one or more escrows, the balance held in such escrows, together with the investment earnings thereon, to be applied by the Town to the payment in whole or in part, as to be determined by the Town Manager and either the Town Treasurer or the Director of Finance, of the outstanding principal of and interest and any call premium on the Town's \$25,000,000 General Obligation Bonds, 2010 Series A, dated as of October 20, 2010 (consisting at initial issue of \$25,000,000 school bonds), and \$15,000,000 General Obligation Bonds, Issue of 2011, dated as of November 1, 2011 (consisting at initial issue of \$15,000,000 school bonds), including the payment of interest accrued on said outstanding bonds to the date of payment, and (2) to pay costs of issuance of the refunding bonds authorized hereby, including legal fees, consultants' fees, trustee or escrow agent fees, underwriters' fees, net interest and other financing costs and other costs related to the payment of the outstanding bonds described above. The refunding bonds shall be issued pursuant to Section 7-370c of the General Statutes of Connecticut, Revision of 1958, as amended, and any other enabling acts. The bonds shall be general obligations of the Town secured by the irrevocable pledge of the full faith and credit of the Town. The Town Manager and either the Town Treasurer or the Director of Finance are authorized to determine the amount, date, interest rates, maturities, redemption provisions, form and other details of the bonds; to designate a bank or trust company to be certifying bank, registrar, transfer agent and paying agent for the bonds; to sign such bonds by their manual or facsimile signatures in the name or on behalf of the Town; to designate a financial advisor to the Town in connection with the sale of the bonds; to sell the bonds at public or private sale; to deliver the bonds; and to perform all other acts which are necessary or appropriate to issue the bonds. The law firm of Day Pitney LLP is designated as bond counsel to approve the legality of the bonds.

(b) That the Town hereby declares its official intent under Federal Income Tax Regulation Section 1.150-2 that costs of the refunding may be paid from temporary advances of available funds and that (except to the extent reimbursed from grant moneys) the Town reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized above for the refunding. The Town Manager and either the Town Treasurer or the Director of Finance are authorized to amend such declaration of official intent as they deem necessary or advisable and

to bind the Town pursuant to such representations and covenants as they deem necessary or advisable in order to maintain the continued exemption from federal income taxation of interest on the bonds authorized by this resolution, if issued on a tax-exempt basis, including covenants to pay rebates of investment earnings to the United States in future years.

(c) That the Town Manager and either the Town Treasurer or the Director of Finance are authorized to make representations and enter into written agreements for the benefit of holders of the bonds to provide secondary market disclosure information, which agreements may include such terms as they deem advisable or appropriate in order to comply with applicable laws or rules pertaining to the sale or purchase of such bonds.

(d) That the Town Manager, the Town Treasurer, the Town Manager, the Director of Finance, and the other proper officers and officials of the Town are authorized to take all other action which is necessary or desirable to enable the Town to effectuate the refunding of all or a portion of the Town's \$25,000,000 General Obligation Bonds, 2010 Series A, and \$15,000,000 General Obligation Bonds, Issue of 2011, and to issue refunding bonds authorized hereby for such purposes, including, but not limited to, the entrance into agreements on behalf of the Town with underwriters, trustees, escrow agents and others to facilitate the issuance of the refunding bonds, the escrow of the proceeds thereof and investment earnings thereon, and the payment of the outstanding bonds in whole or in part.

(e) That the above authorization to issue refunding bonds shall lapse on June 30, 2017.

(f) That this resolution shall be effective upon passage by the Town Council.

**RESOLUTION OF TOWN COUNCIL
SEPTEMBER 26, 2016
(Refunding Bonds)**

Item __. (Refunding Bonds)

RESOLVED, that the resolution entitled "**Resolution Of The Town Council Of The Town Of Bloomfield Authorizing The Issuance Of Not Exceeding \$25,000,000 Refunding Bonds For Payment In Whole Or In Part Of The Outstanding Principal Of And Interest And Any Call Premium On The Town Of Bloomfield's \$25,000,000 General Obligation Bonds, 2010 Series A, Dated As Of October 20, 2010, And \$15,000,000 General Obligation Bonds, Issue Of 2011, Dated As Of November 1, 2011, And Costs Related Thereto,**" as introduced at the Town Council meeting held September 12, 2016, is hereby adopted; that the full text of the resolution be recorded with the minutes of this meeting.

Attachment to Minutes: Refunding Bond Resolution

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager 
DATE: September 23, 2016
RE: FY 16/17-12: APPOINTMENT TO THE FAIR RENT COMMISSION

The Committee on Committees met on Monday, September 19th and recommended that the following appointment to the Fair Rent Commission (term expiring July 25, 2017, no disclosure required).

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

Move to appoint the following individual to the Fair Rent Commission:

Alan S. Budkofsky – 41 Burnwood Drive

Department of Finance

INTER-DEPARTMENTAL MEMORANDUM

To: Philip K. Schenck, Town Manager
From: Jim Wren, Director of Finance 
Date: September 19, 2016
Re: August Monthly Financial Report 2016-17

Attached is a statement of Revenue and Expenditures thru the month of August.

Revenue

- The tax collection rate through August 31st continues to run slightly behind last year and is at 61.11% as compared to 61.34% for the same period in fiscal 15-16.
- In August, the Town received its Municipal Revenue Share of the State Sales Tax. This amount is \$438,458 and, as I noted last month, is nearly \$200,000 less than what we were first expected to receive. As indicated in my July report, I have adjusted the projections for state grants to the final numbers approved in the state budget.
- Miscellaneous Revenue shows a large inflow in August for two reasons. First, the Town of Bloomfield received a dividend of \$50,204 from CIRMA, the Town's Workers' Compensation and Liability Insurance provider. This is basically a partial return of premium based on CIRMA's favorable results. The other large inflow to Miscellaneous Revenue in August is \$60,000 from the two fire districts in payment for the Tax Collector's Office processing tax payments for the districts. Since these two transactions will not recur within the fiscal year, I am not adjusting the projection for Miscellaneous Revenue at this time.
- Building/Demolitions Permit revenue is at 24.3% of budget as of August 31. At this point, I am not proposing an increase to the projection as I would like to see whether this favorable experience is going to continue for a few more months before assuming that it will be sustained throughout the fiscal year.
- Two smaller revenue accounts, Dog Licenses and Fishing/Hunting Licenses, also show favorable variances in August. The Dog Licenses account is already over 75% of its annual budget and Hunting/Fishing License Revenue has already exceeded its annual budget. Per my discussions with the Town Clerk, I am not going to raise the revenue projections for these items at this time. Most of the revenue of these programs is turned over to the State and these items tend to be very seasonal. I will continue to re-evaluate these items as the year progresses.

Expenditures

- When reviewing the attached report, you will notice that the “Percentage Used” (which includes amounts both spent and encumbered) appears high for certain departments given that only two months of the fiscal year have gone by. In most cases, this situation is due to the fact that annual contracts were entered into with the related funds encumbered at the beginning of the fiscal year or annual dues were paid at the beginning of the year. Some key examples are:
 - Town Council – Annual dues for CCM, CRCOG, and other similar organizations are paid at the beginning of the year. Also the \$51,000 audit contract is fully encumbered at the beginning of the year. Finally the Centerbrook Architect fee of \$15,000 was paid at the beginning of the year.
 - Information Technology – Annual maintenance contracts for all of the Town’s major software packages are paid at the beginning of the year.
 - Police – Ambulance contract is encumbered at the beginning of the year.
 - Public Works – Beginning of the year encumbrances for salt to treat the roads in the winter and catch basin cleaning.
 - Health – Regional Health District fee is encumbered at the beginning of the year and paid quarterly.
 - Fixed Charges – insurance premiums for workers’ compensation and liability coverage are encumbered early in the year; payments for the refuse contract and the landfill are also encumbered at the beginning of the year; and the first quarterly pension contribution was made.
- Taking into consideration the items mentioned in the above bullet, I do not believe that there are any major variations of expenditures from budget at this point in the year and, therefore, I am not recommending any projection revisions at this time.

Town of Bloomfield
Status of Revenues and Expenditures
As of 8/31/16

REVENUES	ADOPTED 2016-17	Year to Date As of 8/31/16	Projected As of 6/30/2017	Variance (under)
Taxes and Assessments	73,944,997	45,606,822	74,399,997	455,000
State Education Grants	5,557,895	-	5,452,645	(105,250)
St. Grants-Property Tax Relief	1,648,058	438,458	999,534	(648,524)
Other State & Federal Grants	455,265	195,018	455,265	-
Use of Assets	136,082	20,258	136,082	-
Miscellaneous Revenue	135,000	111,018	135,000	-
Licenses and Permits	823,200	215,014	840,850	17,650
Fees and Service Charges	1,077,900	238,845	1,086,400	8,500
TOTAL REVENUES	\$ 83,778,397	\$ 46,825,433	\$ 83,505,773	\$ (272,624)

FUNCTION & ACTIVITY	ADOPTED 2015-16	Year to Date As of 8/31/16	Projected As of 6/30/2017	Variance (over)
EXPENDITURES				
Town Administration	3,309,819	631,927	3,309,819	-
Boards & Agencies	197,031	13,742	197,031	-
Planning and Development	974,823	114,590	974,823	-
Public Safety	7,898,052	1,641,514	7,898,052	-
Public Works	3,195,347	787,843	3,195,347	-
Leisure Services	759,439	205,808	759,439	-
Public Library	1,589,426	290,191	1,589,426	-
Human Services	1,532,837	250,732	1,532,837	-
Facilities Services	1,697,029	176,452	1,697,029	-
Fixed Charges	16,075,570	5,965,082	16,075,570	-
Miscellaneous Charges	366,000	19,559	366,000	-
Debt Service	6,087,820	-	6,087,820	-
Board of Education	40,244,204	3,071,932	40,244,204	-
Operating Transfers Out	1,251,000	-	1,251,000	-
TOTAL TOWN BUDGET	85,178,397	13,169,372	85,178,397	-
Variance	\$ (1,400,000)	\$ 33,656,061	\$ (1,672,624)	\$ (272,624)

Estimated, Unassigned Fund Balance June 30, 2017

Unassigned Fund Balance June 30, 2016 (unaudited)	\$ 16,600,069
Add: Additional Revenue 2016-17	\$ (272,624)
Less: Special Appropriations 2016-17	\$ -
Estimated, Unassigned Fund Balance June 30, 2017	\$ 16,327,445

TOWN OF BLOOMFIELD
STATUS OF 2016-17 REVENUES, BY DETAIL
AS OF AUGUST 31, 2016

ACCOUNT	DESCRIPTION	ADOPTED	Received	Projected	Variance
		Budget 2016-17	8/31/2016	6/30/2017	
TAXES & ASSESSMENTS					
41010	Current Levy	72,372,997	45,375,708	72,827,997	455,000
41020	Interest & Liens	450,000	69,106	450,000	-
41030	Prior Year Tax Levies	650,000	162,008	650,000	-
41040	Supplemental Motor Vehicle	472,000	-	472,000	-
TOTAL TAXES & ASSESSMENTS		73,944,997	45,606,822	74,399,997	455,000
STATE EDUCATION GRANTS					
42212	Education Cost Sharing Grant	5,410,345	-	5,410,345	-
42250	School Transportation	105,250	-	0	(105,250)
42275	Non Public School Hlth Service	42,300	-	42,300	-
TOTAL STATE EDUCATION GRANTS		5,557,895	-	5,452,645	(105,250)
STATE GRANTS /PROPERTY TAX RELIEF					
43310	State-Owned Property PILOT	14,178	-	14,068	(110)
43312	Mash Pequot Grant	150,930	-	150,544	(386)
43315	PILOT Elderly Taxes	127,650	-	127,650	-
43325	Disabled Exemption	1,200	-	1,200	-
43330	Colleges and Hospitals-PILOT	192,100	-	190,614	(1,486)
43355	Telephone Line Tax	66,000	-	66,000	-
43365	Veterans Exemption PILOT	11,000	-	11,000	-
43366	Motor Vehicle Tax Grant	455,000	-	-	(455,000)
43375	Town Retail Sales Tax	630,000	438,458	438,458	(191,542)
TOTAL STATE GRANTS /PROPERTY TAX		1,648,058	438,458	999,534	(648,524)
OTHER STATE GRANTS					
44405	State Grants Town	0	-	0	-
44407	Distressed Municipalities	0	-	0	-
44450	Town Road Aid	335,425	168,315	335,425	-
44460	Town Clerk Recording Grant	12,000	1,524	12,000	-
44522	Police Grants	90,000	25,179	90,000	-
44485	Dial -A-Ride	17,840	-	17,840	-
TOTAL OTHER STATE GRANTS		455,265	195,018	455,265	-
USE OF ASSETS					
45520	Interest on Investments	65,000	10,656	65,000	-
45542	Tower Rent	68,082	9,602	68,082	-
45543	Lisa Lane	3,000	-	3,000	-
45546	Premium from Bond Sale	-	-	-	-
TOTAL USE OF ASSETS		136,082	20,258	136,082	-
MISCELLANEOUS RECEIPTS					
46610	Miscellaneous Income	135,000	111,018	135,000	-
TOTAL MISCELLANEOUS RECEIPTS		135,000	111,018	135,000	-
LICENSES & PERMITS					
47710	Police Permits	8,600	1,282	8,600	-
47715	Right of Way Permits	900	420	900	-
47716	Blueprints	450	32	450	-
47735	Building/Demolition Permits	800,000	194,659	800,000	-
47740	Dog Licenses	1,500	1,134	1,500	-
47745	Hunting/Fishing Licenses	350	357	500	150
47750	Inland/Wetland Permits	2,500	15,620	20,000	17,500
47755	Zoning Commission	8,000	1,510	8,000	-
47760	Zoning Board of Appeals	900	-	900	-
TOTAL LICENSES & PERMITS		823,200	215,014	840,850	17,650

TOWN OF BLOOMFIELD
STATUS OF 2016-17 REVENUES, BY DETAIL
AS OF AUGUST 31, 2016

ACCOUNT	DESCRIPTION	ADOPTED	Received	Projected	Variance
		Budget 2016-17	8/31/2016	6/30/2017	
FEES & SERVICE CHARGES					
48806	Background checks	900	458	900	-
48810	Police Extra Duty	125,000	0	125,000	-
48812	Ambulance Service	430,000	88,541	430,000	-
48820	Library Receipts	17,000	1,577	17,000	-
48830	Town Clerk Fees	110,000	20,156	110,000	-
48835	Real Estate Trans. Tax	335,000	102,947	335,000	-
48840	Summer Program	9,500	9,745	18,000	8,500
48845	School Year	4,500	10	4,500	-
48850	Swimming Pool	15,000	9,838	15,000	-
48865	Mini Bus Passes	8,000	1,380	8,000	-
48870	Accident Reports	5,200	504	5,200	-
48880	Zoning Violation	1,500	400	1,500	-
48888	Postcard/Sticker Revenue	100	15	100	-
48895	Parking Fines	15,000	2,621	15,000	-
48899	Animal Control	1,200	653	1,200	-
TOTAL FEES & SERVICE CHARGES		1,077,900	238,845	1,086,400	8,500
TOTAL GENERAL FUND REVENUES		83,778,397	46,825,433	83,505,773	(272,624)

TOWN OF BLOOMFIELD

REVENUE AUGUST 2016



FOR 2017 02

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
016002 TAXES & ASSESSMENTS						
41010 CURRENT LEVY	-67,837,272	0	-67,837,272	-45,375,707.80	-22,461,564.20	66.9%
41020 INTEREST AND LIENS	-450,000	0	-450,000	-69,105.71	-380,894.29	15.4%
41030 PRIOR YEARS' COLLECTIONS	-650,000	0	-650,000	-162,008.10	-487,991.90	24.9%
41040 SUPPLEMENTAL MOTOR VEHICLE	-472,000	0	-472,000	.00	-472,000.00	.0%
41041 MOTOR VEHICLE TAX CAP	-4,535,725	0	-4,535,725	.00	-4,535,725.00	.0%
TOTAL TAXES & ASSESSMENTS	-73,944,997	0	-73,944,997	-45,606,821.61	-28,338,175.39	61.7%
016003 STATE EDUCATION GRANTS						
42212 EDUCATION COST SHARING	-5,410,345	0	-5,410,345	.00	-5,410,345.00	.0%
42250 SCHOOL TRANSPORTATION	-105,250	0	-105,250	.00	-105,250.00	.0%
42275 NON PUBLIC SCHOOL HEALTH SERV	-42,300	0	-42,300	.00	-42,300.00	.0%
TOTAL STATE EDUCATION GRANTS	-5,557,895	0	-5,557,895	.00	-5,557,895.00	.0%
016004 STATE GRTS/PROPERTY TAX RELIEF						
43310 PILOT: STATE PROPERTIES	-14,178	0	-14,178	.00	-14,178.00	.0%
43312 MASH PEQUOT FUND GRANT	-150,930	0	-150,930	.00	-150,930.00	.0%
43315 PILOT: ELDERLY TAXES	-127,650	0	-127,650	.00	-127,650.00	.0%
43325 TAX RELIEF-DISABLED	-1,200	0	-1,200	.00	-1,200.00	.0%
43330 PILOT: COLLEGES & HOSPITALS	-192,100	0	-192,100	.00	-192,100.00	.0%
43355 TELEPHONE LINE TAX	-66,000	0	-66,000	.00	-66,000.00	.0%
43365 PILOT: VETERAN'S EXEMPTION	-11,000	0	-11,000	.00	-11,000.00	.0%
43366 MOTOR VEHICLE TAX GRANT	-455,000	0	-455,000	.00	-455,000.00	.0%
43375 TOWN RETAIL SALES TAX	-630,000	0	-630,000	-438,458.00	-191,542.00	69.6%
TOTAL STATE GRTS/PROPERTY TAX RELIEF	-1,648,058	0	-1,648,058	-438,458.00	-1,209,600.00	26.6%
016005 OTHER STATE GRANTS						
44450 TOWN ROAD AID	-335,425	0	-335,425	-168,315.44	-167,109.56	50.2%
44465 TOWN CLERK RECORDING GRANT	-12,000	0	-12,000	-1,524.00	-10,476.00	12.7%

TOWN OF BLOOMFIELD

REVENUE AUGUST 2016



FOR 2017 02

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
44485 DIAL-A-RIDE	-17,840	0	-17,840	.00	-17,840.00	.0%
44522 POLICE GRANTS	-90,000	0	-90,000	-25,178.50	-64,821.50	28.0%
TOTAL OTHER STATE GRANTS	-455,265	0	-455,265	-195,017.94	-260,247.06	42.8%
016006 USE OF ASSETS						
45520 INTEREST ON INVESTMENTS	-65,000	0	-65,000	-10,656.36	-54,343.64	16.4%
45542 TOWER RENT	-68,082	0	-68,082	-9,601.91	-58,480.09	14.1%
45543 10 LISA LANE RENT	-3,000	0	-3,000	.00	-3,000.00	.0%
TOTAL USE OF ASSETS	-136,082	0	-136,082	-20,258.27	-115,823.73	14.9%
016007 MISCELLANEOUS RECEIPTS						
46610 MISCELLANEOUS INCOME	-135,000	0	-135,000	-111,018.00	-23,982.00	82.2%
TOTAL MISCELLANEOUS RECEIPTS	-135,000	0	-135,000	-111,018.00	-23,982.00	82.2%
016009 LICENSES & PERMITS						
47710 POLICE PERMITS	-8,600	0	-8,600	-1,282.00	-7,318.00	14.9%
47715 RIGHT OF WAY PERMITS	-900	0	-900	-420.00	-480.00	46.7%
47716 BLUEPRINTS	-450	0	-450	-32.00	-418.00	7.1%
47735 BUILDING/DEMOLITION PERMITS	-800,000	0	-800,000	-194,659.42	-605,340.58	24.3%
47740 DOG LICENSES	-1,500	0	-1,500	-1,134.50	-365.50	75.6%
47745 HUNTING/FISHING LICENSES	-350	0	-350	-357.00	7.00	102.0%
47750 INLAND/WETLAND PERMITS	-2,500	0	-2,500	-15,620.00	13,120.00	624.8%
47755 ZONING COMMISSION	-8,000	0	-8,000	-1,510.00	-6,490.00	18.9%
47760 ZONING BOARD OF APPEALS	-900	0	-900	.00	-900.00	.0%
TOTAL LICENSES & PERMITS	-823,200	0	-823,200	-215,014.92	-608,185.08	26.1%
016010 FEES & SERVICE CHARGES						
48806 STATE/FBI BACKGROUND CHECKS	-900	0	-900	-457.75	-442.25	50.9%

TOWN OF BLOOMFIELD

REVENUE AUGUST 2016



FOR 2017 02

	ORIGINAL ESTIM REV	ESTIM REV ADJUSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
48810 POLICE X-DUTY	-125,000	0	-125,000	.00	-125,000.00	.0%
48812 AMBULANCE SERVICE	-430,000	0	-430,000	-88,540.82	-341,459.18	20.6%
48820 LIBRARY RECEIPTS	-17,000	0	-17,000	-1,576.80	-15,423.20	9.3%
48830 TOWN CLERK FEES	-110,000	0	-110,000	-20,156.00	-89,844.00	18.3%
48835 REAL ESTATE TRANS. TAX	-335,000	0	-335,000	-102,946.60	-232,053.40	30.7%
48840 SUMMER PROGRAM	-9,500	0	-9,500	-9,743.00	-245.00	102.6%
48845 SCHOOL YEAR	-4,500	0	-4,500	-10.00	-4,490.00	.2%
48850 SWIMMING POOL	-15,000	0	-15,000	-9,838.00	-5,162.00	65.6%
48865 MINI BUS PASSES	-8,000	0	-8,000	-1,380.00	-6,620.00	17.3%
48870 ACCIDENT REPORTS	-5,200	0	-5,200	-504.50	-4,695.50	9.7%
48880 ZONING VIOLATION	-1,500	0	-1,500	-400.00	-1,100.00	26.7%
48888 POSTCARDS/STICKERS	-100	0	-100	-13.00	-85.00	15.0%
48895 PARKING FINES	-15,000	0	-15,000	-2,621.50	-12,378.50	17.5%
48899 ANIMAL CONTROL	-1,200	0	-1,200	-652.72	-547.28	54.4%
TOTAL FEES & SERVICE CHARGES	-1,077,900	0	-1,077,900	-238,844.69	-839,055.31	22.2%
GRAND TOTAL	-83,778,397	0	-83,778,397	-46,825,433.43	-36,952,963.57	55.9%

** END OF REPORT - Generated by James Wren **

TOWN OF BLOOMFIELD



REVENUE AUGUST 2016

REPORT OPTIONS

Sequence	Field #	Total	Page	Break
1	9	Y	N	
2	11	Y	N	
3	0	N	N	
4	0	N	N	

Report title:
REVENUE AUGUST 2016

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: Y
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print Journal detail: N
 From Yr/Per: 2016/ 1
 To Yr/Per: 2016/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: F
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2017/ 2
 Print MTD version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria Field Value

Fund 01
 Function
 Department
 Division
 Unit
 Character Code
 Org
 Object Revenue
 Account type
 Account status
 Rollup Code

TOWN OF BLOOMFIELD

EXPENDITURES AUGUST 2016



FOR 2017 02

	ORIGINAL APPROP	TRANSFRS/ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0110 TOWN COUNCIL	187,840	0	187,840	97,321.56	35,000.00	55,518.48	70.4%
0120 TOWN MANAGER	385,589	0	385,589	59,976.30	.00	325,612.70	15.6%
0130 TOWN CLERK	369,528	0	369,528	42,268.04	.00	327,259.96	11.4%
0141 FINANCE/ADMINISTRATION	139,330	0	139,330	21,210.82	425.00	117,694.18	15.5%
0142 FINANCE/ASSESSOR	343,845	0	343,845	35,339.27	4,975.00	303,530.73	11.7%
0143 FINANCE/TAX COLLECTOR	277,110	0	277,110	34,736.99	8,061.48	234,311.53	15.4%
0144 FINANCE/CENTRAL OFFICE	57,325	0	57,325	8,774.34	2,491.92	46,058.74	19.7%
0145 HUMAN RESOURCES	498,819	0	498,819	61,077.75	.00	437,741.05	12.2%
0146 FINANCE/INFO. SYS.	563,225	0	563,225	127,560.89	40,153.11	397,511.00	29.7%
0147 FINANCE/ACCOUNTING	269,296	0	269,296	36,203.73	.00	233,092.27	13.4%
0160 TOWN ATTORNEY	205,212	0	205,212	14,881.25	.00	190,330.75	7.3%
0170 TOWN TREASURER	10,700	0	10,700	1,470.31	.00	9,229.69	13.7%
0210 TOWN PLAN & ZONING	7,173	0	7,173	388.16	.00	6,784.84	5.4%
0220 ZONING BOARD OF APPEALS	2,992	0	2,992	.00	.00	2,992.00	.0%
0230 BOARD OF TAX REVIEW	4,506	0	4,506	.00	.00	4,506.00	.0%
0240 REGISTRAR OF VOTERS	129,685	0	129,685	12,702.42	.00	116,982.58	9.8%
0241 ELECTIONS	31,100	0	31,100	495.76	.00	30,604.24	1.6%
0250 INLAND WETLANDS & WATER COURSE	4,815	0	4,815	.00	.00	4,815.00	.0%
0260 ECONOMIC DEVELOPMENT COMM	2,070	0	2,070	155.98	.00	1,914.02	7.5%
0275 COMMISSION ON AGING	3,390	0	3,390	.00	.00	3,390.00	.0%
0281 YOUTH ADULT COUNCIL	3,000	0	3,000	.00	.00	3,000.00	.0%
0290 ADVISORY COMM ON HANDICAPPED	1,000	0	1,000	.00	.00	1,000.00	.0%
0294 CONSERV. ENERGY & ENVRMNT COM	2,400	0	2,400	.00	.00	2,400.00	.0%
0295 BEAUTIFICATION COMMITTEE	3,400	0	3,400	.00	.00	3,400.00	.0%
0296 FAIR RENT COMMISSION	1,000	0	1,000	.00	.00	1,000.00	.0%
0297 ETHICS COMMISSION	500	0	500	.00	.00	500.00	.0%
0301 PLANNING & DEVELOPMENT	974,823	0	974,823	114,590.21	.00	860,232.32	11.8%
0311 POLICE	7,898,052	0	7,898,052	1,084,445.01	557,068.65	6,256,538.29	20.8%
0401 PUBLIC WORKS	3,195,347	0	3,195,347	360,817.30	427,025.59	2,407,504.11	24.7%
0510 LEISURE SERVICES	759,439	0	759,439	180,487.71	25,319.92	553,631.45	27.1%
0610 PUBLIC LIBRARIES	1,589,426	0	1,589,426	246,881.75	43,309.36	1,299,235.38	18.3%
0711 HEALTH	196,290	0	196,290	49,605.75	.00	146,684.25	25.3%
0721 SOCIAL SERVICES	616,138	0	616,138	83,431.11	7,542.40	525,164.66	14.8%
0751 SENIOR SERVICES	720,409	0	720,409	88,276.32	21,877.14	610,255.81	15.3%
0805 FACILITIES MAINTENANCE	1,697,029	0	1,697,029	150,425.81	26,026.16	1,520,577.03	10.4%
0910 FIXED CHARGES	16,075,570	0	16,075,570	3,854,959.11	2,110,122.91	10,110,487.98	37.1%
0950 MISCELLANEOUS CHARGES	366,000	0	366,000	19,559.05	.00	346,440.95	5.3%
0970 DEBT SERVICE	6,087,820	0	6,087,820	.00	.00	6,087,820.00	.0%
1200 BOARD OF EDUCATION	40,244,204	0	40,244,204	2,993,321.43	.00	37,250,882.57	7.4%
1201 BOE-PRIOR YEAR	0	0	0	78,611.13	.00	-78,611.13	100.0%
7180 OPERATING TRANSFERS OUT	1,251,000	0	1,251,000	.00	.00	1,251,000.00	.0%
GRAND TOTAL	85,178,397	0	85,178,397	9,859,975.26	3,309,398.64	72,009,023.43	15.5%

** END OF REPORT - Generated by James Wren **

DRAFT

BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, September 12, 2016 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Present were: Mayor Joan Gamble, Deputy Mayor Schulman, Councilors Patrick DeLorenzo, Joel Neuwirth, Derrick Seldon, Leon Rivers and Joseph Washington

Also present were: Sharron Howe, Assistant to the Town Manager, Cindy Coville, Director of Human Resources, Attorney Marc Needelman and India M. Rodgers, Clerk of Council

Absent were: Councilors Wayne Hypolite, Joseph Merritt and Philip K. Schenck, Jr., Town Manager

PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENTS & PRESENTATIONS

Recognition of Blue Hills Fire Explorers

Mayor Gamble presented the following youth a recognition certificate for their completion of the Blue Hill Fire Explorers Program:

- Rohaine Brown
- Maricle Hyde
- Essence Squirwell
- Tyler Heron

Recognition Certificate to Swift Textile Metalizing LLC, Mr. Steve Sigmon

Mayor Gamble and Deputy Mayor Schulman presented a recognition certificate to Mr. Steve Sigmon of Swift Textile Metalizing LLC for their contributions in U.S. manufacturing that specializes in the design, development and production of a wide range of electrically conductive and reflective metalized fabrics. They were also the recipient of the Lockheed Martin's Top 25 Supplier Award.

Proclamation – National Library Card Sign Up Month

Mayor Gamble read a proclamation designating the month of September as National Library Card Sign Up Month in the Town of Bloomfield.

CITIZENS STATEMENTS & PETITIONS

1. Penny Parson, 229 Duncaster Road, spoke regarding the meeting agendas and minutes format as they relate to all Boards and Commissions. She suggested that all agendas and minutes should be available on the website for interest and review of the citizenry. In addition, she recommended several enhancements to the existing website. (See Attached)

REPORT FROM COUNCIL SUBCOMMITTEES

Community Services – Councilor Seldon stated that a formal report will be given at the next scheduled Council meeting.

Administration & Education – The last meeting scheduled for Tuesday, September 6, 2016 at 6:30 p.m. was cancelled.

Golf – Councilor Rivers gave a brief report of the last meeting held on Monday, August 22, 2016 at 6:00 p.m. There was no quorum for the meeting, however there was a lengthy discussion with public concerns about walking trails around the golf course. The Connectivity Committee and several volunteer groups are a working group in resolving issues regarding the proposed walking path recommendations.

Public Safety – Councilor Washington read a detailed report of the last meeting held.

Committee on Committees – The next scheduled meeting of this subcommittee will be held on Monday, September 19, 2016 at 6:30 p.m.

Land Use & Economic Development – The next meeting of this subcommittee will be held on Tuesday, September 20, 2016 at 7:00 p.m.

COUNCIL BUSINESS

OLD BUSINESS

FY 15/16-83: Consider and Take Action Regarding Policy 110.04 (Meeting Agenda Format and Minutes)

It was moved by Deputy Mayor Schulman, seconded by Councilor Rivers and voted unanimously to adopt Policy 110.04 – Meeting Agenda Format and Minutes as outlined. (See Attached)

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

It was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to adopt Policy 110.05 – Bloomfield Town Council – Rules of Procedure (new format; no change in content) as outlined. (See Attached)

NEW BUSINESS

FY 16/17-7: Consider and Take Action Regarding Tax Refunds

It was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to approve tax refunds (per the attached list).

FY 16/17-8: Consider and Take Action Regarding Bond Refinancing

This item was referred to the Finance Subcommittee for review and recommendation.

FY 16/17-9: Consider and Take Action Regarding Adoption of the 2017/2018 Budget Calendar

It was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to adopt the budget calendar for Fiscal Year 2017-2018. (See Attached)

FY 16/17-10: Discussion and Possible Action Regarding the Community Awareness Task Force

Councilor Seldon gave a brief history of the Community Awareness Taskforce duties and charges since its conception in February 23, 1977. He also elaborated on having a broad awareness of human relations as a whole. The Community Services subcommittee recommended the reinstatement of the Community Awareness Taskforce.

Councilor DeLorenzo inquired about updating the charges, scope and review for the current need of the taskforce.

Councilor Washington stated that he was delighted and encouraged about reestablishing this taskforce.

Councilor Neuwirth also informed Council that he was a Chair of this taskforce in the past and stated that they played an important role in the community. He also stated that a lot can be done to improve and resolve community issues.

It was moved by Councilor Seldon, seconded by Deputy Mayor Schulman and voted unanimously to reactivate the Community Awareness Task Force.

There was a friendly amendment to include the following:

- This subcommittee should include 15-25 town residents
- This taskforce should be composed of a diverse group of individuals, regarding ethnicity and party affiliation.
- This taskforce should be reflective of the minority population in town.
- This taskforce should also be reflective of the geography of the town.

This item was referred to Committee on Committees subcommittee for review and recommendation.

REPORT FROM THE MAYOR AND TOWN MANAGER

Mayor's Report

Mayor Gamble announced additions to the Human Services Building Committee:

- John Sheehan
- Kenneth McCleary
- Alan Budkofsky

In addition, Mayor Gamble addressed and commented on several concerns of citizens regarding Council decisions with several capital improvement projects:

- Council commitment to have the library renovated in the future, delay for lack of land to be acquired.
- Public Works building renovation should be completed regardless of land acquisition issues.
- Council members are against verbal attacks on Council.
- Council members are against the public making defamation remarks of character on Social Media.
- Letter of Correspondence received regarding no valid information regarding 330 Park Avenue. Mayor Gamble noted scope, plans and building materials submitted by

Centerbrook Architects. She reminded the public to ask questions before making accusations.

Town Manager's Report

Mrs. Sharron Howe, Assistant to the Town Manager reported the following updates to the Town Council:

- The quarterly Town Newsletter will be issued by the end of September 2016.
- There were 500 backpacks distributed at the 7th Annual Back to School Fun Fair on August 20, 2016.
- On September 24, 2016 from 1:00 – 3:00 p.m., there will be a Lisa Lane Celebration.
- Mr. David Melesko led a walk at Wintonbury Hills Golf Course on the proposed walking trail on September 2, 2016.
- The next Connectivity Meeting is scheduled for September 29, 2016.
- On September 22, 2016, the Senior Center will sponsor their annual Senior Expo.
- There are ongoing updates with the website conversion with our new vendor, Virtual Town Hall.
- As a reminder, residents are to dispose electronics at the Transfer Station in Windsor, located at 500 Huckleberry Road.

APPROVAL OF MINUTES

It was moved by Councilor Rivers, seconded by Councilor Neuwirth and voted unanimously to approve the minutes of August 8, 2016.

COUNCIL COMMENTS

Councilor DeLorenzo gave a brief update on Filley Park. The project is well underway with the completion of Phase I improvements. Several items have been identified for sponsorship. If anyone is interested in donating for sponsorship, please contact filleypark@gmail.com, filleypark.org or mail to P.O. Box 170, Bloomfield, CT 06002. Councilor DeLorenzo also reminded residents to remember those in need and support the local Bloomfield Food Bank.

Deputy Mayor Schulman recommended a referral to the Administration & Education subcommittee meeting for purposes of discussing the Town, Plan and Zoning (TPZ) design or review functions. He stated that this function is critical and necessary for this commission.

Councilor Washington thanked the Town of Bloomfield and Mr. Philip K. Schenck, Jr., Town Manager for their efforts in prioritizing duties to complete several road repairs in town. He also

requested residents to participate in the Million Man March, September 19, 2016 to support all youth attending Bloomfield Public Schools, to congratulate them on a great school year ahead.

Councilor Rivers mentioned that schools are paramount to the growth of any town. Mayor Gamble and Councilor Rivers attended an awards ceremony in which Bloomfield High School received a \$10,000 grant for their media center. He also noted that enrollment at the high school has increased by 66 students.

On September 13, 2016, the Bloomfield Board of Education will host a meeting outlining their model used to increase standardized test scores as well as community efforts to increase overall enrollment.

Councilor Seldon congratulated Bloomfield High School won their 1st football home game. He also thanked all 50 sponsors and vendors who participated with the Back to School Fun Fair. He also thanked the Bloomfield Board of Education for their generous donation to this event. In addition, Councilor Seldon thanked Mr. Brad Davis for his role as master of ceremonies for the day. There were approximately 500 backpacks issued to students in town.

EXECUTIVE SESSION

At 8:40 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to enter into Executive Session A. – Discussion and Possible Action Regarding Labor Contract Ratification.

At 9:05 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to exit Executive Session A.

It was also moved by Deputy Mayor Schulman, seconded by Councilor Seldon and voted unanimously to add the following to the next Council Agenda:

- **FY 16/17-11: Consider and Take Action Regarding the Proposed Contract between the Town of Bloomfield and Teamsters Local 671.**

It was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously to approve the contract between the Town of Bloomfield and Teamsters Local 671 for a period of July 1, 2016 – June 30, 2019.

At 9:08 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Rivers and voted unanimously to enter into Executive Session B. – Discussion Concerning Pending Claims and Litigation.

At 9:23 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Washington and voted unanimously exit Executive Session B.

ADJOURNMENT

At 9:24 p.m., it was moved by Deputy Mayor Schulman, seconded by Councilor Washington to adjourn the meeting.

DRAFT

Town of Bloomfield Website

<u>"Government"</u>	<u>Meeting time and place</u>	<u>Members listed</u>	<u>Agenda and Minutes</u>
Town Council *	yes	yes	yes
Council (Standing) Subcommittees			
Administration-Education	yes	<i>For each of these, have to click on the link to 2016 schedule to also see the list of Subcommittee members.</i>	yes
Community Services	yes		yes
Committee on Committees	yes		yes
Finance	yes		yes
Golf	yes		yes
Land Use	yes		yes
Public Safety	yes		yes
Boards and Commissions			
Beautification	yes	no	no
Board of Assessment Appeals	no	no	no
Board of Education *	no	yes	no
Commission on Aging	yes	no	yes (last 2013)
Disabilities Advisory	yes	no	no
Economic Development	yes	no	yes
Conservation, Energy, Environment	yes	no	no
Ethics	"as needed"	no	no
Fair Rent	"as needed"	yes	no
Filley Park	"as needed"	no	no
Housing Authority	yes	no	yes
Human Relations	no	no	no
Juvenile Review	no	no	no
Library Trustees *	"as needed"	yes	yes
Parks and Recreation	yes	no	no
Planning and Zoning *	yes	yes	yes
Wetlands	yes	yes	yes (2 since 2011)
Youth Adult	yes	no	no
Zoning Board of Appeals *	yes	yes	yes (last 2014)

* Last elected 11/3/15
 Compiled by Penny Pearson for distribution at the 9/12/16 Town Council meeting

TOWN OF BLOOMFIELD
POLICY MEMORANDUM

SUBJECT: Town of Bloomfield Meeting Agenda Format and Minutes
NO: 110.04
DATE: 9/7/2016
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 days 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.
 - J. The presiding committee chair may have discretion regarding agenda format.
-

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.

SEPTEMBER 2016 REFUNDS

ADLER MARIAN	2015RE	\$141.71
ALTER BRIAN GRANT	2014MV	\$89.19
BARRY ROBERT J	2015MV	\$79.18
BERCOWETZ CYNTHIA EST	2015MV	\$37.37
BILLIE BENNIE 3RD	2015MV	\$53.61
BILLINGS ANN	2015MV	\$11.25
BRYANT DANIEL R OR NANCY E	2014MV	\$165.54
BURAK ALICE	2015MV	\$54.62
BURGOS MARIBEL	2015MV	\$10.80
BURLEIGH CHRISTOPHER	2015MV	\$231.13
CAB EAST LLC	2014MV	\$1,585.77
CALISKAN YUCEL	2015MV	\$43.90
CCAP AUTO LEASE	2015MV	\$39.93
CENAXO LLC	2015MV	\$322.53
CHASE ERNESTINA	2015MV	\$174.27
COLEY MARK OR GILDA	2015MV	\$6.18
COMRIE ELVIS	2015MV	\$65.86
CORELOGIC 30 BROOKDALE DOUBLE PAYMENT	2015RE	\$1,809.08
CRUZ DANIEL	2015MV	\$24.09
CURIS JOAN	2015MV	\$36.04
DAIMLER TRUST	2014MVSUP 2015MV	\$430.65 \$4,726.77

DAVIS JIMMY	2015MV	\$22.65
DEAN CARL	2015MV	\$146.89
DESIGNS OF MANN LLC	2015MV	\$28.38
ENTERPRISE F M TRUST	2015MV	\$441.04
FELIX FEDERICO OR ANDRES	2015MV	\$51.80
FENICHEL MATTHEW	2015MV	\$251.95
GARFIELD DIANA	2015MV	\$145.42
GARRITY ASPHALT RECLAIMING INC	2014MV	\$35.99
GILLESPIE LORAY	2015MV	\$27.57
GILMAN CHARLES	2015MV	\$36.88
GREEN NICHOLLETTE AND RICHARD	2015MV	\$14.69
HONDA LEASE TRUST	2015MV	\$2,012.25
HOWE SHARON	2015MV	\$95.73
HUNT ALLISON OR MARK	2014MV	\$51.73
HYDE TIFFANY	2015MV	\$132.09
HYUNDAI LEASE	2015MV	\$136.42
JONES CARISSA OR BEVERLY	2014MV	\$145.53
JOHNSON HELEN H	2015MV	\$13.99
JONES CHARMAINE	2015MV	\$69.41
JP MORGAN CHASE BANK	2015MV	\$441.53
LE TUAN	2015MV	\$34.11
L & L EQUIPMENT INC	2015MV	\$45.43
LOPEZ KATTYA	2015MV	\$84.75

MACWILLIAM GERTRUDE	2015MV	\$8.33
MAI VAN	2015MV	\$33.86
MARKIW OMELAN	2015MV	\$17.20
MIKE ALBERT LTD	2014MV	\$38.42
MILLSTEIN BENNETT	2015MV	\$19.06
MILNER LASHEENA	2014MV	\$72.96
MOTT WILLIAM	2015MV	\$5.07
NIEHAUS KIMBERLY	2014MVSUP	\$59.61
NIMON JOHN & ROSENFELD LISA	2015RE	\$5,889.88
NISSAN INFINITI	2015MV	\$1,017.70
	2014MV	\$536.70
REILLY FOAN CORP	2015MV	\$129.51
RICKETTS LAUNA	2015MV	\$63.27
RILEY BENJAMIN	2015MV	\$123.87
SCOTT LLOYD	2014MV	\$17.44
SENIOR CARE CENTERS OF AMERICA	2015MV	\$237.91
SIMPSON KEITH	2015MV	\$84.91
SYLVESTER HARRIS	2015MV	\$25.71
TOBACK ALEX	2014MV	\$64.92
TOBACK BARBARA	2014MV	\$22.17
TOYOTA LEASE TRUST	2015MV	\$1,087.41
	2014MVSUP	\$363.48

VAULT TRUST	2014MV	\$311.72
	2015MV	\$722.48
VCFS AUTO LEASING CO	2015MV	\$947.91
VW CREDIT	2015MV	\$200.35
WALLACE CARYN	2015MV	\$14.10
WHITSITT RITA	2015MV	\$27.94
ZANORIA SHEILA	2015MV	\$48.87
ZAZZARO WILLIAM OR PATRICIA	2014MV	\$106.01
	2015MV	\$116.25
TOTAL REFUNDS		\$27,020.72

FY 2017-2018 BUDGET CALENDAR
(Chapter IX, Bloomfield Town Charter)

ACTIVITY	LATEST DATE PER TOWN CHARTER	RECOMMENDED DATE
Capital Budget Forms Prepared And sent to Departments		October 21, 2016
Operating Budget Forms Prepared And sent to Departments		December 2, 2016
Completed Capital Budget Forms Returned to Town Manager		December 2, 2016
Completed Operating Budget Forms Returned to Town Manager (120 days before end of FY)	March 02, 2017	January 13, 2017
Board of Education Budget to Town Manager (90 days before end of FY)	March 31, 2017	February 24, 2017
Town Manager's Proposed Operating and Capital Budget Submitted to Town Council (90 days before end of fiscal year)	March 31, 2017	March 9, 2017
Capital Improvement Program Submitted to Planning & Zoning Commission for CGS Sec. 8-24 Review		March 16, 2017
Town Manager Budget available to public (Within 10 days of TM submitting budget to TC)	April 10, 2017	March 16, 2017
Notice of Public Hearing on Town Manager Budget (Publish at least 5 days prior)	April 7, 2017	March 16, 2017
Public Hearing on Budget held by Town Council (Within 15 days after TM submits budget to TC)	April 13, 2017	March 23, 2017
Notice of Annual Town Meeting on the Town Council's Approved budget (Publish at least 5 days prior to the Annual Town Meeting)	April 26, 2017	April 25, 2017
Annual Town Meeting (first Monday in May)	May 1, 2017	May 1, 2017
Town Council votes on Budget and sets Tax Rate	May 8, 2017	May 1, 2017
First Referendum (if needed)	June 8, 2017	June 1, 2017