

BLOOMFIELD TOWN COUNCIL
Monday, January 13, 2014
Council Chambers – 7:30 p.m.

Sydney T. Schulman, Mayor
Joan Gamble, 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
- V. Report from Council Subcommittees
 - A. Community Services – Councilor Derrick Seldon
 - B. Administration & Education – Councilor Leon Rivers
 - C. Golf – Councilor Leon Rivers
 - D. Public Safety – Councilor Joe Washington
 - E. Committee on Committees – Councilor Joe Washington
 - F. Finance – Councilor Wayne Hypolite
 - G. Land Use & Economic Development – Deputy Mayor Joan Gamble
- VI. Council Business
 - NEW BUSINESS:
 - 13/14-36: Consider and Take Action Regarding Tax Refunds
 - 13/14-37: Consider and Take Action Regarding Amendment to Town Manager's Employment Contract
 - 13/14-38: Consider and Take Action Regarding Community Services Subcommittee Meeting Schedule
 - 13/14-39: Consider and Take Action Regarding Early Closings for Town Buildings
 - 13/14-40: Discussion and Possible Action Regarding the Town of Bloomfield Submitting a Request for Proposal to the Clean Energy Finance and Investment Authority (CEFIA) to Participate in "Solarize Connecticut" (Phase IV)
- VII. Report from Mayor and Town Manager
- VIII. Financial Report

IX. Approval of Minutes

December 9, 2013

X. Council Comments

XI. Executive Sessions

A. Discussion Concerning Pending Claims and Litigation

XII. Adjournment

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager
DATE: January 10, 2014
RE: FY 13/14-36 – TAX REFUNDS

I am attaching a memorandum and tax refund list from Tax Collector Jean Kitchens asking Council to approve tax refunds.

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

Move that tax refunds (per the attached list) be approved in accordance with the memorandum dated December 10, 2103)

To: Bloomfield Town Council
From: Jean G. Kitchens, Tax Collector
Date: December 10, 2013
RE: Tax Refunds

The attached requests for refunds of property taxes are submitted for your approval in accordance with Section 12 of the Connecticut General Statutes.

All of these requests have been reviewed by the Assessor and the Director of Finance.

DECEMBER 2013 REFUNDS

| | | |
|-------------------------|------------------|----------------------|
| ALLEN TOMMY | 2012MV | \$44.58 \$91.52 |
| BEAUDOIN PATRICIA | 2011MV 2012MV | \$41.25 \$235.23 |
| BROWN KIMANI | 2012MV | \$7.41 |
| DAIMLER TRUST | 2012MV | \$558.95 \$342.66 |
| FINANCIAL SER VEH TRUST | 2012MV | \$271.87 \$496.56 |
| GILEAU LAWN SERV | 2012PP | \$246.29 |
| HENDRICKSON ALICE | 2012MV | \$13.34 |
| HUNT JOHN & ANA MARIE | 2012MV | \$2,016.47 |
| HYUNDAI LEASE | 2012MV | \$281.17 \$345.53 |
| KAPLAN MERLE | 2011RE | \$6,580.74 |
| KELLY NORMA | 2012MV | \$107.87 |
| LAWRENCE BABBETTE | 2012MV | \$57.41 |
| LUKAS ROBERT | 2012MV | \$26.31 \$45.61 |
| NISSAN INFINITI | 2012MV | \$51.92 |
| PORSCHE LEASING | 2012MV | \$782.31 |
| REISNER BARBARA | 2012MV | \$49.12 |
| SFP REAL ESTATE LLC | 2011RE | \$2,131.91 |
| SMITH SHERMAN | 2012MV | \$81.43 |
| WHITE HUGHVEL | 2012MV | \$136.89 |
| Total refunds | | \$15,044.35 |

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager
DATE: January 10, 2014
RE: FY 13/14-37 – TOWN MANAGER'S EMPLOYMENT CONTRACT

The attached amendment was prepared by Town Attorney Needelman to clarifying certain terms and conditions of my employment contract.

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

*Move to approve the Amendment to Employment Contract for Philip K. Schenck, Jr.,
Town Manager*

AMENDMENT TO EMPLOYMENT CONTRACT

WHEREAS, The Town of Bloomfield ("Employer") and PHILIP K. SCHENCK, JR. ("Employee") entered into an Employment Contract ("Contract") on July 30, 2013; and

WHEREAS, The parties wish to clarify certain terms and conditions of employment;

NOW THEREFORE, IT IS AGREED AS FOLLOWS:

1. Except as otherwise specifically provided for in the Contract, which in all respects shall control, it is agreed that Employee's employment shall be subject to all rights, terms, and responsibilities pertaining to all other full time employees of Employer.

Agreed to this _____ day of January, 2014.

EMPLOYER,
TOWN OF BLOOMFIELD,

EMPLOYEE,

By:

Sydney T. Schulman
Its Mayor

Philip K. Schenck, Jr.

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager
DATE: January 10, 2014
RE: FY 13/14-38 – COMMUNITY SERVICES SUBCOMMITTEE

This item was placed on the agenda at the request of Councilor Seldon who is recommending that the Community Services Subcommittee meet on a quarterly basis as outlined per the attached schedule.

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

Move to adopt the new schedule for the Community Services Subcommittee as outlined below:

**2014 Meeting Schedule of the
Bloomfield Town Council**

**Community Services Subcommittee
Chair: Councilor Derrick Seldon**

(1st Tuesday on a quarterly basis except where noted)
6:00 p.m., Conference Room #5

Bloomfield Town Hall
800 Bloomfield Avenue
Bloomfield, CT 06002

January 7

March 4

June 3

September 2

December 2

**2014 Meeting Schedule of the
Bloomfield Town Council**

Community Services Subcommittee
Chair: Councilor Derrick Seldon

(1st Tuesday on a quarterly basis except where noted)
6:00 p.m., Conference Room #5

Bloomfield Town Hall
800 Bloomfield Avenue
Bloomfield, CT 06002

January 7

March 4

June 3

September 2

December 2

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager
DATE: January 10, 2014
RE: FY 13/14-39 – EARLY CLOSINGS FOR TOWN BUILDINGS

This item was placed on the agenda at the request of Councilor Rivers for further discussion.

TO: Town Councilors
FROM: Philip K. Schenck, Jr., Town Manager
DATE: January 10, 2014
RE: FY 13/14-40 – SOLARIZE CONNECTICUT – PHASE IV

At its meeting on January 9th, the Conservation, Energy and Environment Committee (CEEC) is requesting that the Town Council support their request to submit a proposal to the Clean Energy Finance & Investment Authority (CEFIA) to demonstrate Bloomfield's interest in participating in Phase IV of the Solarize Connecticut Program.

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

Move to support the CEEC in submitting a proposal to CEFIA on behalf of the Town of Bloomfield to participate in Phase IV of the Solarize Connecticut program.

SOLARIZE CONNECTICUTSM – PHASE IV
REQUEST FOR PROPOSALS FROM CONNECTICUT COMMUNITIES

RFP ID: Solarize-04

Posting Date: 1/3/2014

1. OPPORTUNITY SUMMARY:

The Clean Energy Finance & Investment Authority (“CEFIA”) is requesting proposals from Connecticut municipalities, to demonstrate local interest and engagement in participating in the next round of the Solarize ConnecticutSM program. This program will drive community adoption of solar photovoltaic (PV) projects through a partnership focused on localized marketing and installation efforts, which in turn will help to lower the installation cost of residential solar PV installations within selected communities. The Clean Energy Finance & Investment Authority has concluded two rounds of its Solarize Connecticut pilot in eight campaigns across nine Connecticut municipalities. A third phase is currently in progress fifteen campaigns across twenty two Connecticut municipalities. Lessons learned during the first, second and third phases of the Solarize Connecticut program will be applied to the fourth phase of the initiative. To learn more about the program, please visit the Solarize Connecticut webpage (www.solarizect.com) and review the Phase I Report.

CEFIA will be selecting additional communities (featuring individual municipalities or coalitions of multiple towns) to participate in phase four of the Solarize Connecticut program. A number of communities, funded separately through a Department of Energy grant, will be selected by CEFIA's partners and will participate in the fourth phase of the Solarize Connecticut program (in addition to those selected through this RFP process).

Communities interested in partnering with a neighboring municipality can indicate such interest in their application, which CEFIA will consider at the time of community selection, but each municipality will be responsible for an individual application. Applications will be evaluated competitively, and communities that demonstrate a clear commitment to increasing education and outreach around solar PV, as well as an openness to streamlining their permitting processes around residential solar PV installations, will receive strong consideration. The key to a successful solarize campaign is dependent on the municipality's ability to take ownership of the Solarize Connecticut initiative within their community and the identification of a project lead who will coordinate between stakeholders (CEFIA, SmartPower, the chosen installer, town volunteers and employees and other stakeholders) and be responsible for matters requiring the town's attention.

A. PROGRAM OVERVIEW AND GOALS:

Program Description

The aggregation of multiple residential solar photovoltaic (“PV”) installations within a community provides opportunities to realize economies of scale for the solar PV Installer (as that term is defined below), and ultimately cost savings for the customer. Installation prices for residential solar PV installations are generally higher than large-scale installations, in part due to the extra cost of customer acquisition – including marketing, advertising, and negotiating with multiple customers. By educating the local community, streamlining marketing efforts, and aggregating sales, Solarize Connecticut will help make solar PV a more accessible and affordable energy option. The installed or power purchase agreement/lease prices for solar PV systems will decrease as the total contracted capacity of solar PV within the community increases. Tiered pricing results in a progressively greater reduction in total cost for all Solarize customers in the community as higher tiers of aggregate solar capacity are reached – regardless as to when the customer signed his or her contract.

CEFIA has contracted with SmartPower (www.smartpower.org), the nation’s leading non-profit marketing firm dedicated to promoting clean, renewable energy and energy efficiency, to assist selected towns and local community groups with the implementation of the Solarize Connecticut initiative.

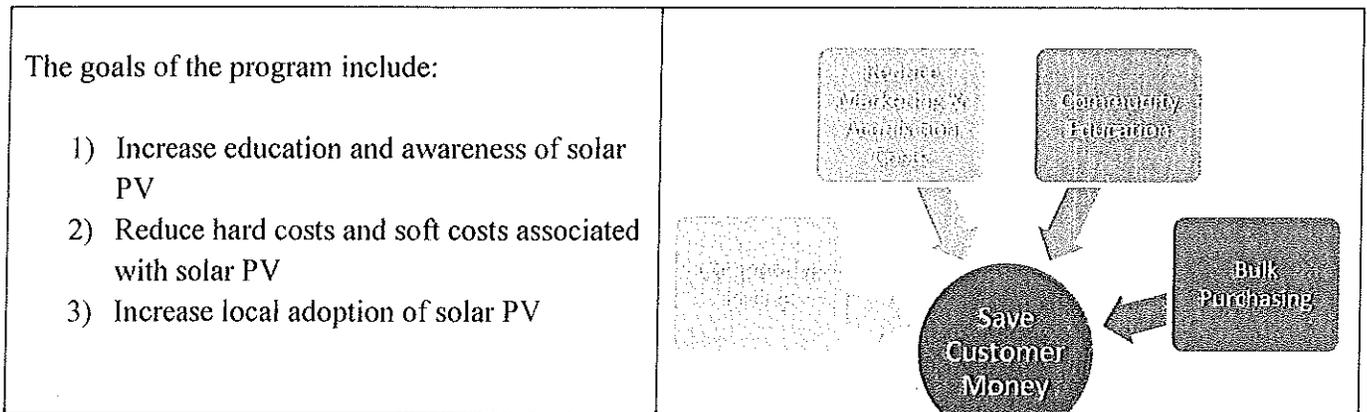


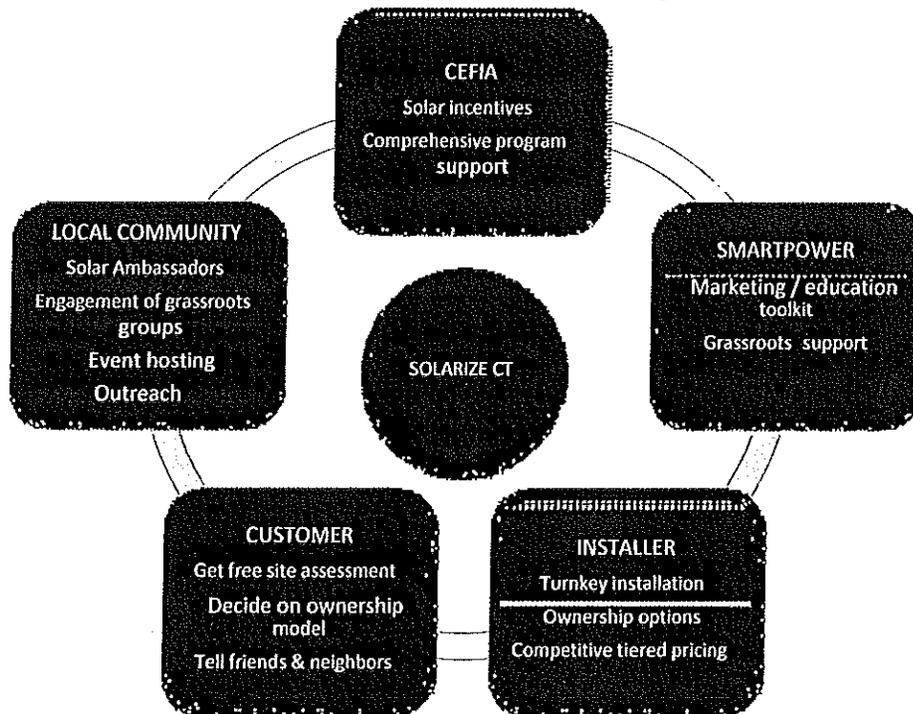
Figure 1. The goals of Solarize Connecticut and the methods deployed to save the customer money on a solar PV project.

Through this Request for Proposals (“RFP”), CEFIA and its partners will select towns, cities, or coalitions of towns and or cities to participate in the fourth phase of Solarize Connecticut. Each community will be asked to help recruit local outreach support (such as local energy, environmental or civic groups committed to assisting with public support for Solarize Connecticut), as well as volunteer Community Solar Ambassadors, who will help to generate interest amongst local residents. In addition, communities should expect to host outreach events and propose communication strategies to inform residents about Solarize Connecticut and encourage them to sign up. Community groups, Solar Ambassadors, and event organizers will collaborate with SmartPower in organizing community meetings and identifying opportunities and resources to support outreach efforts. The selected Communities will, with the assistance of CEFIA, select a solar PV Installer for each community that will provide competitive, tiered pricing for solar PV installations (of course, individuals within a community will remain free to contract with another installer, but they will

not receive the cost savings associated with Solarize Connecticut's tiered pricing model nor will their installed capacity count towards the community's totals). CEFIA and SmartPower will consult with the communities and assist them in the selection of a solar PV installer, ensuring that all participating communities are adequately represented and served in the selection process. CEFIA will seek to partner all communities with a solar PV installer that meets the community's needs, but will be cognizant of the number of Solarize Connecticut communities an installer can serve at any given time or any other limiting factors.

The overall program goal is that marketing support from SmartPower, involvement of the community in the customer acquisition process, and competitive, tiered pricing from the Installer will form a three-part strategy that will greatly accelerate the penetration of solar PV in a given community. CEFIA hopes to emulate and build upon the success of the first three rounds of the Solarize Connecticut program and the success of similar programs such as the Solarize Massachusetts initiative.

To help accomplish the Solarize program's goals, SmartPower will assist selected Communities and the selected Installer in deploying a marketing strategy to enhance local interest in solar PV technology as well as alleviate some of the marketing and acquisition costs associated with residential solar PV installations. SmartPower's marketing and education toolkit will be available to community groups to support their outreach efforts. In addition, SmartPower will hold initial strategic community meetings to discuss specific outreach opportunities with all interested stakeholders. SmartPower will also lead (in conjunction with local stakeholders) certain outreach measures and events, including, but not limited to, the recruitment of local Solar Ambassadors. The general roles of each party are outlined in Figure 2.



Interested customers in the communities selected for the fourth phase of Solarize Connecticut will be able to contact the preferred Installer, selected for their community, and sign up for a free site assessment. If the customer's site is deemed to be feasible for a solar PV project, they will have the option to contract with the Installer before the established program deadline. The Installer will be responsible for assessing individual sites, working with interested customers to design appropriate systems, and contracting with the customer for installation of the solar PV system. Customers who choose to participate in Solarize Connecticut will be eligible for incentives through CEFIA's Residential Solar Investment Program. The Installer will assist individual customers in accessing these incentives. Chart 1 below outlines the roles of the different parties under Solarize Connecticut.

| | CEFIA / SmartPower | Community Outreach Team | Installer |
|--------------------------------|---|---|--|
| Procurement | <ul style="list-style-type: none"> * Procure Communities * Release RFP to select Installers and determine if Installer proposals meet threshold requirements * Work with communities to select Installer * Contract with selected installer | <ul style="list-style-type: none"> * Work with CEFIA to evaluate Installer proposals & lead in the selection process | <ul style="list-style-type: none"> * Submit competitive proposal(s) |
| Reduce Cost to Customer | <ul style="list-style-type: none"> * Provide solar incentives * Assist residents in evaluating finance mechanisms for solar installations * Provide financing tools to customers | <ul style="list-style-type: none"> * Increase awareness of solar PV to drive down marketing & customer acquisition costs * Leverage other funds (if applicable) * Assist CEFIA in stream-lining the permitting process (if possible) | <ul style="list-style-type: none"> * Provide competitive tiered pricing * Provide financing tools to customers (through CEFIA or independent lending partners) |
| Marketing | <ul style="list-style-type: none"> * Provide Marketing & Education Toolkit to community * Facilitate community group outreach planning * Attend and support key community events | <ul style="list-style-type: none"> * Reach out to local community organizations, potential partners, and volunteers * Organize and mobilize community networks over the course of program * Demonstrate municipal support for program * Leverage additional funds (if applicable) | <ul style="list-style-type: none"> * Partner with community groups and Solar Ambassadors to disseminate information on program (as appropriate) * Participate in community outreach events |
| Education | <ul style="list-style-type: none"> * Educate community groups and Solar Ambassadors on solar basics * Facilitate local Solar presentations | <ul style="list-style-type: none"> * Serve as point for questions on program mechanics and basic solar information * Utilize municipal communications vehicles for outreach and education | <ul style="list-style-type: none"> * Serve as the technical expert on solar * Present Solar workshops |
| Communication | <ul style="list-style-type: none"> * Provide a Solarize CT website, with town-specific pages * Identify communications opportunities * Media/Social Media strategy and | <ul style="list-style-type: none"> * Assist in providing content for Solarize pages and social media and provide additional content (i.e., blog on local Patch or personal website) * May utilize town-wide resources (i.e. email listings or website) if appropriate | <ul style="list-style-type: none"> * May work with SmartPower or community groups / Solar Ambassadors to support outreach * Will develop a portal |

| | | | |
|-------------------------------|--|---|---|
| | promotion | | to facilitate customer sign-up |
| Solar Installations | * Leverage communications opportunities from early solar installations | * Leverage outreach opportunities from early solar installations * Outline permitting process for solar PV projects in community | * Provide site assessments, system design and a turnkey installation to customers |
| Program Administration | * Participate in bi-weekly check-in calls | * Participate in bi-weekly check-in calls | * Participate in bi-weekly check-in calls |

Chart 1: Outline of the anticipated roles of the different program participants.

B. ELIGIBLE APPLICANTS:

In order for a municipality to be eligible to submit a proposal, the following requirements must be met:

- The municipality must be in either the Connecticut Light & Power or The United Illuminating Company service areas;
- The applicant must provide a letter from the Community’s Chief Executive Officer committing to the municipality’s full participation and cooperation with CEFIA / SmartPower in this program. The “Chief Executive Officer” is defined for purposes of this RFP as the Mayor, First Selectman, or Town Manager; and
- The applicant must provide a complete application. In order to help ensure that communities submit complete applications, CEFIA has posted a Community Application Checklist in Section 2 of this RFP, outlining the required application components.

C. TIMELINE:

A proposed timeline for the RFP process and program is outlined below. Please note that this is an estimated timeline and dates may be subject to change.

| | |
|---|---|
| RFP for Communities: Released | January 3 rd , 2014 |
| RFP for Communities: Proposals Due | February 3 rd , 2014 |
| Announce Selected Communities | Week of February 3 rd , 2014 |
| Initial Community Meetings | 3 rd and 4 th week of February |
| Community Reviews Installer Proposals | 3 rd and/or 4 th week of February, 2014 |
| Community Interviews with Solar Installers | TBD |
| Town Solar PV Installer Selection Deadline & Installer Announcement | TBD |
| Joint Town/Installer Solarize Connecticut Kick-Off Meetings | TBD |
| Expected Phase 3 Start Date and Launch Events | Between 3 rd week of March and 2 nd week of April |
| Expected Phase 3 End Date | 20 weeks from launch |

D. APPLICATION DEADLINE:

Responses to this RFP must be received by CEFIA no later than 5:00pm on February 3rd, 2014. Only complete, timely responses will be considered. CEFIA, at its sole discretion, may determine whether an application is complete.

E. ANTICIPATED TERM OF CONTRACT:

A CEFIA-Community contract is attached to this RFP (Attachment B) which will be considered executed upon CEFIA selecting a community and providing an award letter to the community. CEFIA's selection of a community pursuant to this RFP does not mean that CEFIA accepts all aspects of the proposal.

F. QUESTIONS AND CONTACT INFORMATION:

Please submit all questions to the Solarize Connecticut Team at solarizect@ctcleanenergy.com by January 20th, 2014. "Solarize Connecticut RFP – Communities" must appear in the email subject line. Responses to submitted questions will be posted by January 24th, 2014 at 5:00 pm in an amended Frequently Asked Questions document at www.ctcleanenergy.com/rfp

CEFIA is planning to host a webinar in January, 2014 for interested communities.

2. PERFORMANCE AND RESPONSE SPECIFICATIONS:

A. PROPOSAL REQUIREMENTS:

Proposals are due to CEFIA no later than 5:00 pm (EDT) on February 3rd, 2014. The Proposal must be in electronic form and should be submitted via email to the Solarize Connecticut Team at solarizect@ctcleanenergy.com. Please note that CEFIA will not accept electronic signatures (that is, signatures should be hand-written and then scanned electronically for final submission). "Solarize Connecticut RFP – Communities" must appear in the email subject line.

Proposals submitted after the deadline will not be accepted. Only complete proposals will be accepted. CEFIA at its sole discretion may determine whether an individual application is complete. An announcement of the selected Communities is expected the week of February 3rd, 2014.

If your community is selected for the fourth round of the Solarize Connecticut program, portions of your submission may be posted on the web in order for eligible installers to customize their proposals to your community. This may include, but is not limited to; a letter from your Chief Executive Officer, your Community Outreach Plan, Special Requests and any included letters of support.

Proposals must contain the following:

- Letter from Chief Executive Officer (**not more than 1 page**), containing the following:
 - Statement of commitment, including acknowledgment of and support for Solarize CT's preferred installer approach and acknowledgment that the selected installer for each community will be chosen through a collaborative process involving both the local community and CEFIA, in which communities will outline the installers which they prefer to work with and in which CEFIA will establish partnerships for all Solarize Communities based on the provided preferences. *If your community wishes to forge a partnership with a neighboring municipality for the Solarize Connecticut program, please make that indication clear in your letter from your chief executive officer. In such a case, please briefly describe how your communities have worked jointly in the past and strategies for success.*
 - Identification of Municipal Representative and contact information (either town staff person, elected official or other municipal representative which may include task force members or a volunteers) who will be responsible for all aspects of the Solarize Connecticut initiative in your municipality – include an explanation of how much time the individual can dedicate to the program and what qualities make this person ideal for managing such an initiative. This individual will be responsible for attending important meetings during the installer selection process, or for delegating these tasks to other individuals. Identify individuals or organizations that will be able to assist the individual in their efforts and will comprise the municipality's team.
- Completed and signed Attachment A
- Completed and signed Attachment B

Proposals may include the following optional components:

- Expression of Commitment to Community Outreach Plan (**1 page**)
 - Description of potential team (such as elected officials, town staff, appointed town commission or clean energy task force members, etc.) and an explanation of the team's commitment and strategy to recruit further Solar Ambassadors (volunteers to promote and educate the community about solar) as well as a description of marketing ideas (such as email outreach, tabling at upcoming local events, farmers markets or fairs, local media outreach, social media communication, flyers included in town tax bills, a program link on the town website, or neighborhood competitions). Inclusion of a full plan is not necessary, as SmartPower and CEFIA will work with towns to develop this, but this section can be used to identify creativity of the town or city and willingness to explore varied outreach strategies.
- Special Requests (**1 Page**)
 - If applicable, municipality should outline (in a bulleted format) any special requests or requirements that they will have of their eventual chosen installer, in order for bidding installers to cater their proposal to meet as many of the community's needs as possible. These may include but are not limited to certain requests for marketing support (such as paying for an insert in a particular town mailer or providing support for particular town events, etc.), or for equipment (such as specific "adders" for cedar shingles, availability of an all-black panel, etc.).

CEFIA may advise, based on past lessons learned, if a special request is not recommended. Whenever possible, special requests should be specific and measurable.

- Personal Statements or Letters of Support (3 pages)
 - Letters from any community groups, Solar Ambassadors, local grassroots organizations, elected officials, appointed town commission members or other parties (not more than 1 page each, and not to exceed 3 statements or letters of support).

PROPOSALS SHOULD NOT EXCEED SIX (6) PAGES (NOT INCLUDING ATTACHMENTS A, B).

B. EVALUATION CRITERIA:

All proposals must meet Solarize Connecticut objectives and must be responsive to the relevant scope of work and proposal requirements outlined above. Proposals will be generally evaluated on the criteria below:

- **Team:** degree of proposed team's experience and the breadth of partnerships and level of commitment identified in proposal;
- **Project Manager:** ability of project lead, identified by the municipality, to successfully execute a clean energy campaign, and coordinate and support the efforts of a variety of stakeholders;
- **Additional resources:** extent to which additional resources (both financial and otherwise) are identified and potentially committed to the program;
- **Commitment to clean energy and sustainability:** overall record of expanding renewable energy and energy efficiency initiatives in the community.

Finally, CEFIA reserves the right to consider geographic, demographic and economic diversity or other community characteristics as important community evaluation criteria for the Solarize program, in order to test the viability of the program's strategic approach across different types of communities.

CEFIA reserves the right to conduct interviews as part of the selection process, at its sole discretion.

3. GENERAL REQUEST FOR PROPOSALS CONDITIONS:

A. FREEDOM OF INFORMATION ACT:

CEFIA is a public agency for purposes of the Connecticut Freedom of Information Act (FOIA). This RFP, including e-mails or other electronic files, will be considered a public record and will be subject to disclosure under FOIA. Under C.G.S. §1-210(b) and §16-245n(D), FOIA includes exemptions for, among other things, trade secrets and commercial or financial information given in confidence. Only the particular information falling within a statutory exemption can be withheld by CEFIA.

All Applicants submitting an RFP response must specifically identify particular sentences, paragraphs, pages, sections or exhibits it claims are confidential and should be exempt, and provide these confidential materials in a separate PDF file clearly labeled "CONFIDENTIAL". All RFP materials not clearly marked as confidential will not be treated as confidential and will be made available for public view upon a FOIA request. Applicants may not submit the entire Application marked as confidential.

Applicants must also provide a statement of the basis for each claim of exemption. It will not be sufficient to state generally that the RFP response is proprietary or confidential in nature and not, therefore, subject to release to third parties.

In the event of a public records request for an RFP, CEFIA may request from the contractor a version of such RFP response from which all information for which an FOIA exemption has been claimed has been redacted. By submitting a RFP response, the contractor agrees to provide such a redacted version upon request by CEFIA.

Further, Applicants should be aware:

- (i) CEFIA has no obligation to notify any contractor of any FOIA request received by CEFIA, although it may make an effort to do so;
- (ii) CEFIA may disclose materials claimed to be exempt if in its judgment such materials do not appear to fall within a statutory exemption;
- (iii) CEFIA may in its discretion notify Applicants of FOIA requests and/or of complaints made to the Freedom of Information Commission concerning items for which an exemption has been claimed, but CEFIA has no obligation to initiate, prosecute or defend any legal proceeding or to seek to secure any protective order or other relief to prevent disclosure pursuant to an FOIA request;
- (iv) the contractor will have the burden of establishing the availability of any FOIA exemption in any such legal proceeding; and
- (v) in no event shall CEFIA or any of its officers, directors or employees have any liability for the disclosure of documents or information in CEFIA's possession where CEFIA, or such officer, director or employee in good faith believes the disclosure to be required under FOIA or other law.

B. CONTRACTUAL REQUIREMENTS:

All contractual requirements are set forth in this RFP and the attached CEFIA – Solarize Connecticut Community Contract, which is attached as Attachment B and shall be completed and signed upon submission of your RFP response.

C. WAIVER AUTHORITY:

CEFIA reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to modify the anticipated timeline, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of this RFP at any time prior to awards.

D. DISCLAIMER:

This RFP does not commit CEFIA to award any funds, pay any costs incurred in preparing an application, or procure or contract for services or supplies. CEFIA reserves the right to accept or reject any or all applications received, negotiate with all qualified applicants, cancel or modify the RFP in part or in its entirety, or change the application guidelines, when it is in its best interests.

Department of Finance
INTER-DEPARTMENTAL MEMORANDUM

To: Philip K. Schenck, Town Manager
From: William J. Hogan, Director of Finance
Date: January 10, 2014
Re: December Financial Report

Attached is a statement of Revenue and Expenditures as of December 31, 2013. At the mid- point thru the year, the Town's 2013-14 \$80.0 million adopted budget, it is estimated that revenues will exceed expenditures by approximately \$750,000.

On the revenue side, some revenue accounts are trending above projection due to the following factors:

- Additional monies from prior year taxes as result of the November Tax Sale, are up \$200,000 over estimates.
- Additional money from Town Aid Road grant, is up \$168,200 as result of the 2013-14 adopted State budget changes.
- Final FEMA reimbursement for Storm Alfred and 2012 Blizzard is up \$165,556.
- Income from the CREC lease extension at JP Vincent for one additional year is up \$252,000.
- Income from increased Building Permit activity is projected to be \$45,000 above the estimates.

The property tax collection rate of 71%, .5% above for the same period last year.

Offsetting these increases, are several account decreases in the State Grant/Property Tax Relief category which total approximately \$80,000. These downward adjustments are to match the Town estimates of last spring with the adopted 2013-14 State budget.

Expenditures

There are no major variances to the expenditure side of the budget. Overtime for snow and ice and Police are running consistent with the estimates. There is approximately \$85,000 remaining in the snow and ice overtime account for the 3 1/2 months remaining in the snow season.

The Town Contingency of \$200,000 has not been touched and any minor variances that does occur are handled within the respective departmental balances thru internal transfer.

At this time, no fourth quarter transfers are contemplated for the remainder of the year.

Town of Bloomfield
Status of Revenues and Expenditures
As of December 31, 2013

| REVENUES | ADOPTED 2013-14 | Year to Date 2013-14 | Projected 6/30/2014 | Variance (under) |
|------------------------------------|----------------------|-------------------------|------------------------|---------------------|
| Taxes and Assessments | 70,323,520 | 51,547,069 | 70,523,520 | 200,000 |
| State Education Grants | 5,547,279 | 1,352,586 | 5,555,589 | 8,310 |
| St. Grants-Property Tax Relief (1) | 950,194 | 586,450 | 870,956 | (79,238) |
| Other State & Federal Grants | 307,535 | 371,472 | 641,290 | 333,755 |
| Use of Assets | 845,656 | 885,425 | 1,099,165 | 253,509 |
| Miscellaneous Revenue | 167,286 | 129,187 | 167,286 | - |
| Licenses and Permits | 269,150 | 274,030 | 315,600 | 46,450 |
| Fees and Service Charges | 1,119,500 | 621,678 | 1,094,500 | (25,000) |
| TOTAL REVENUES | \$ 79,530,120 | \$ 55,767,897 | \$ 80,267,906 | \$ 737,786 |

(1) Does not include New "Grant For Municipal Projects" of \$1.6 m
which will be accounted for in non-lapsing special revenue fund to finance capital projects

| FUNCTION & ACTIVITY | ADOPTED 2013-14 | Year to Date 2013-14 | Projected 6/30/2014 | Variance (over) |
|--------------------------|-----------------------|-------------------------|------------------------|---------------------|
| EXPENDITURES | | | | |
| Town Administration | 2,965,254 | 1,528,668 | 2,965,254 | - |
| Boards & Agencies | 141,507 | 63,442 | 141,507 | - |
| Planning and Development | 858,774 | 332,719 | 858,774 | - |
| Public Safety | 7,319,928 | 3,877,973 | 7,319,928 | - |
| Public Works | 3,053,590 | 1,421,322 | 3,053,590 | - |
| Leisure Services | 700,963 | 389,986 | 700,963 | - |
| Public Library | 1,486,221 | 758,037 | 1,486,221 | - |
| Human Services | 1,385,406 | 683,595 | 1,385,406 | - |
| Facilities Services | 1,670,837 | 644,191 | 1,670,837 | - |
| Fixed Charges | 14,128,536 | 7,281,813 | 14,128,536 | - |
| Miscellaneous Charges | 363,000 | 67,877 | 363,000 | - |
| Debt Service | 5,956,000 | 4,903,203 | 5,956,000 | - |
| Board of Education | 38,555,104 | 13,700,106 | 38,555,104 | - |
| Operating Transfers Out | 2,245,000 | 2,245,000 | 2,245,000 | - |
| TOTAL TOWN BUDGET | 80,830,120 | 37,897,932 | 80,830,120 | - |
| Variance | \$ (1,300,000) | \$ 17,869,965 | \$ (562,214) | \$ 737,786 |

TOWN OF BLOOMFIELD
STATUS OF REVENUES, BY CATEGORY
2013-14

| CATEGORY | Adopted Budget 2013-14 | Current Year Received 12/31/2013 | Projected 6/30/2014 | Variance |
|--|------------------------------|--|------------------------|----------------|
| Taxes and Assessments | 70,323,520 | 51,547,069 | 70,523,520 | 200,000 |
| State Education Grants | 5,547,279 | 1,352,586 | 5,555,589 | 8,310 |
| State Grants for Property Tax Relief (1) | 950,194 | 586,450 | 870,956 | (79,238) |
| Other State Grants | 307,535 | 371,472 | 641,290 | 333,755 |
| Use of Assets | 845,656 | 885,425 | 1,099,165 | 253,509 |
| Miscellaneous Revenue | 167,286 | 129,187 | 167,286 | - |
| Licenses and Permits | 269,150 | 274,030 | 315,600 | 46,450 |
| Fees & Service Charges | 1,119,500 | 621,678 | 1,094,500 | (25,000) |
| Total Revenues | 79,530,120 | 55,767,897 | 80,267,906 | 737,786 |

(1) Does not include New "Grant For Municipal Projects" of \$1.6 m
which will be accounted for in non-lapsing special revenue fund to finance capital projects

TOWN OF BLOOMFIELD
STATUS OF REVENUES, BY DETAIL
2013-2014

| ACCOUNT | DESCRIPTION | ADOPTED | | | | Variance |
|---|--------------------------------|--------------------|-------------------|------------------------------|------------------------|------------------|
| | | 2012-13 ACTUALS | Budget 2013-14 | Received as of 12/31/2013 | Projected 6/30/2014 | |
| TAXES & ASSESSMENTS | | | | | | |
| 41010 | Current Levy | 66,957,535 | 69,138,520 | 50,607,675 | 69,138,520 | - |
| 41020 | Interest & Liens | 485,995 | 325,000 | 274,091 | 325,000 | - |
| 41030 | Prior Year Tax Levies | 706,635 | 500,000 | 623,312 | 700,000 | 200,000 |
| 41040 | Supplemental Motor Vehicle | <u>544,686</u> | <u>360,000</u> | <u>41,991</u> | <u>360,000</u> | - |
| TOTAL TAXES & ASSESSMENTS | | 68,694,851 | 70,323,520 | 51,547,069 | 70,523,520 | 200,000 |
| STATE EDUCATION GRANTS | | | | | | |
| 42212 | Education Cost Sharing Grant | 5,385,009 | 5,410,345 | 1,352,586 | 5,410,345 | - |
| 42250 | School Transportation | 90,327 | 90,334 | - | 98,644 | 8,310 |
| 42275 | Non Public School Hlth Service | <u>46,595</u> | <u>46,600</u> | - | <u>46,600</u> | - |
| TOTAL STATE EDUCATION GRANTS | | 5,521,931 | 5,547,279 | 1,352,586 | 5,555,589 | 8,310 |
| STATE GRANTS /PROPERTY TAX RELIEF | | | | | | |
| 43310 | State-Owned Property PILOT | 129,311 | 129,311 | 119,017 | 119,017 | (10,294) |
| 43312 | Mash Pequot Grant | 157,193 | 157,182 | - | 158,375 | 1,193 |
| 43315 | PILOT Elderly Taxes | 138,668 | 138,668 | 137,463 | 137,463 | (1,205) |
| 43325 | Disabled Exemption | 1,596 | 1,596 | 1,565 | 1,596 | - |
| 43330 | Colleges and Hospitals-PILOT | 212,319 | 212,319 | 195,473 | 195,473 | (16,846) |
| 43335 | Municipal Revenue Sharing | 1,012,645 | - | 121,449 | 121,449 | 121,449 |
| 43355 | Telephone Line Tax | 75,530 | 78,000 | - | 78,000 | - |
| 43360 | Tax Abatement Interfaith | 50,986 | 48,100 | - | 48,100 | - |
| 43365 | Veterans Exemption PILOT | 12,437 | 12,437 | 11,483 | 11,483 | (954) |
| 43370 | Property Tax Relief-Freeze | - | - | - | - | - |
| 43375 | Town Retail Sales tax | <u>172,581</u> | <u>172,581</u> | - | - | <u>(172,581)</u> |
| TOTAL STATE GRANTS /PROPERTY TAX R | | 1,963,266 | 950,194 | 586,450 | 870,956 | (79,238) |
| OTHER STATE GRANTS | | | | | | |
| 44405 | State Grants Town | 11,404 | 7,032 | 3,871 | 7,032 | - |
| 44406 | FEMA | 2,235,142 | - | 165,556 | 165,556 | 165,556 |
| 44407 | Distressed Municipalities | 11,245 | 11,245 | - | 11,245 | - |
| 44450 | Town Road Aid | 168,487 | 168,490 | 168,334 | 336,689 | 168,199 |
| 44460 | Town Clerk Recording Grant | 12,771 | 8,000 | 5,682 | 8,000 | - |
| 44522 | Police Grants | 88,154 | 95,920 | 23,380 | 95,920 | - |
| 44485 | Dial -A-Ride | <u>16,720</u> | <u>16,848</u> | <u>4,649</u> | <u>16,848</u> | - |
| TOTAL OTHER STATE GRANTS | | 2,543,923 | 307,535 | 371,472 | 641,290 | 333,755 |
| USE OF ASSETS | | | | | | |
| 45520 | Interest on Investments | 50,389 | 35,000 | 16,416 | 35,000 | - |
| 45541 | JP Vincent | 263,196 | 40,000 | 146,289 | 292,572 | 252,572 |
| 45542 | Tower Rent | 59,033 | 58,656 | 9,783 | 58,656 | - |
| 45545 | Davis Rent | 5,750 | - | - | - | - |
| 45546 | Premium from Bond Sale | <u>700,000</u> | <u>712,000</u> | <u>712,937</u> | <u>712,937</u> | <u>937</u> |
| TOTAL USE OF ASSETS | | 1,078,368 | 845,656 | 885,425 | 1,099,165 | 253,509 |

TOWN OF BLOOMFIELD
STATUS OF REVENUES, BY DETAIL
2013-2014

| ACCOUNT | DESCRIPTION | 2012-13 ACTUALS | ADOPTED Budget 2013-14 | Received as of 12/31/2013 | Projected 6/30/2014 | Variance |
|---|-----------------------------|--------------------|------------------------------|------------------------------|------------------------|-----------------|
| MISCELLANEOUS RECEIPTS | | | | | | |
| 46610 | Miscellaneous Income | 133,846 | 167,286 | 129,187 | 167,286 | - |
| TOTAL MISCELLANEOUS RECEIPTS | | 133,846 | 167,286 | 129,187 | 167,286 | - |
| LICENSES & PERMITS | | | | | | |
| 47710 | Police Permits | 11,519 | 6,500 | 2,646 | 6,500 | - |
| 47715 | Right of Way Permits | 1,000 | 900 | 650 | 900 | - |
| 47716 | Blueprints | 623 | 600 | 272 | 600 | - |
| 47735 | Building/Demolition Permits | 332,904 | 250,000 | 261,355 | 295,000 | 45,000 |
| 47740 | Dog Licenses | 269 | 3,000 | - | 3,000 | - |
| 47745 | Hunting/Fishing Licenses | 1,092 | 150 | 186 | 600 | 450 |
| 47750 | Inland/Wetland Permits | 2,422 | 2,000 | 1,806 | 2,000 | - |
| 47755 | Zoning Commission | 5,540 | 5,000 | 6,710 | 6,000 | 1,000 |
| 47760 | Zoning Board of Appeals | 810 | 1,000 | 405 | 1,000 | - |
| TOTAL LICENSES & PERMITS | | 356,179 | 269,150 | 274,030 | 315,600 | 46,450 |
| FEES & SERVICE CHARGES | | | | | | |
| 48810 | Police Extra Duty | - | 50,000 | 50,000 | 50,000 | - |
| 48812 | Ambulance Service | 588,913 | 600,000 | 258,607 | 575,000 | (25,000) |
| 48820 | Library Receipts | 17,685 | 16,000 | 8,068 | 16,000 | - |
| 48830 | Town Clerk Fees | 114,065 | 90,000 | 67,707 | 90,000 | - |
| 48835 | Real Estate Trans. Tax | 300,602 | 300,000 | 213,185 | 300,000 | - |
| 48840 | Summer Program | 6,223 | 6,500 | 3,155 | 6,500 | - |
| 48845 | School Year | 4,413 | 3,600 | 1,197 | 3,600 | - |
| 48850 | Swimming Pool | 13,566 | 15,000 | 7,326 | 15,000 | - |
| 48855 | Wilcox Adventure Camp | 90 | 4,000 | - | 4,000 | - |
| 48865 | Mini Bus Passes | 6,490 | 8,400 | 4,335 | 8,400 | - |
| 48870 | Accident Reports | 5,378 | 5,000 | 1,593 | 5,000 | - |
| 48880 | Zoning Violation | 1,701 | 2,000 | 200 | 2,000 | - |
| 48895 | Parking Fines | 17,392 | 18,000 | 5,900 | 18,000 | - |
| 48899 | Animal Control | 415 | 1,000 | 405 | 1,000 | - |
| TOTAL FEES & SERVICE CHARGES | | 1,076,933 | 1,119,500 | 621,678 | 1,094,500 | (25,000) |
| TOTAL GENERAL FUND REVENUES | | 81,369,297 | 79,530,120 | 55,767,897 | 80,267,906 | 737,786 |

TOWN OF BLOOMFIELD

YEAR TO DATE BUDGET REPORT

FOR 2014 13

| | ORIGINAL ESTIM REV | ESTIM REV ADJUSTMS | REVISED EST REV | ACTUAL YTD REVENUE | REMAINING REVENUE | PCT COLL |
|--|-----------------------|-----------------------|--------------------|-----------------------|----------------------|-------------|
| 016002 TAXES & ASSESSMENTS | | | | | | |
| 41010 CURRENT LEVY | -69,138,520 | 0 | -69,138,520 | -50,607,675.70 | -18,530,844.30 | 73.2% |
| 41020 INTEREST AND LIENS | -325,000 | 0 | -325,000 | -274,091.90 | -30,908.10 | 84.3% |
| 41030 PRIOR YEARS' COLLECTIONS | -500,000 | 0 | -500,000 | -623,312.69 | 123,312.69 | 124.7% |
| 41040 SUPPLEMENTAL MOTOR VEHICLE | -360,000 | 0 | -360,000 | -41,991.31 | -318,008.69 | 11.7% |
| TOTAL TAXES & ASSESSMENTS | -70,323,520 | 0 | -70,323,520 | -51,547,071.60 | -18,776,448.40 | 73.3% |
| 016003 STATE EDUCATION GRANTS | | | | | | |
| 42212 EDUCATION COST SHARING | -5,410,345 | 0 | -5,410,345 | -1,352,586.00 | -4,057,759.00 | 25.0% |
| 42250 SCHOOL TRANSPORTATION | -90,334 | 0 | -90,334 | .00 | -90,334.00 | .0% |
| 42275 NON PUBLIC SCHOOL HEALTH SERV | -46,600 | 0 | -46,600 | .00 | -46,600.00 | .0% |
| TOTAL STATE EDUCATION GRANTS | -5,547,279 | 0 | -5,547,279 | -1,352,586.00 | -4,194,693.00 | 24.4% |
| 016004 STATE GRTS/PROPERTY TAX RELIEF | | | | | | |
| 43310 PILOT: STATE PROPERTIES | -129,311 | 0 | -129,311 | -119,017.14 | -10,293.86 | 92.0% |
| 43312 MASH PEQUOT FUND GRANT | -157,182 | 0 | -157,182 | .00 | -157,182.00 | .0% |
| 43315 PILOT: ELDERLY TAXES | -138,668 | 0 | -138,668 | -137,463.85 | -1,204.15 | 99.1% |
| 43325 TAX RELIEF-DISABLED | -1,596 | 0 | -1,596 | -1,565.96 | -30.04 | 98.1% |
| 43330 PILOT: COLLEGES & HOSPITALS | -212,319 | 0 | -212,319 | -195,473.41 | -16,845.59 | 92.1% |
| 43335 MUNICIPAL REVENUE SHARING | 0 | 0 | 0 | -121,449.35 | 121,449.35 | 100.0% |
| 43355 TELEPHONE LINE TAX | -78,000 | 0 | -78,000 | .00 | -78,000.00 | .0% |
| 43360 TAX ABATEMENT-INTERFALTH | -48,100 | 0 | -48,100 | .00 | -48,100.00 | .0% |
| 43365 PILOT: VETERAN'S EXEMPTION | -12,437 | 0 | -12,437 | -11,483.25 | -953.75 | 92.3% |
| 43375 TOWN RETAIL SALES TAX | -172,581 | 0 | -172,581 | .00 | -172,581.00 | .0% |
| TOTAL STATE GRTS/PROPERTY TAX RELIEF | -950,194 | 0 | -950,194 | -586,452.96 | -363,741.04 | 61.7% |
| 016005 OTHER STATE GRANTS | | | | | | |
| 44405 STATE GRANTS-TOWN | -7,032 | 0 | -7,032 | -3,871.17 | -3,160.83 | 55.1% |
| 44406 FED GRANTS-FEMA | 0 | 0 | 0 | -165,556.72 | 165,556.72 | 100.0% |

TOWN OF BLOOMFIELD

YEAR TO DATE BUDGET REPORT

FOR 2014 13

| | ORIGINAL ESTIM REV | ESTIM REV ADJUSTMNTS | REVISED EST REV | ACTUAL YTD REVENUE | REMAINING REVENUE | PCT COLL |
|--|-----------------------|-------------------------|--------------------|-----------------------|----------------------|-------------|
| 016006 USE OF ASSETS | | | | | | |
| 44407 DISTRESSED MUNICIPALITIES | -11,245 | 0 | -11,245 | 0.00 | -11,245.00 | 0% |
| 44450 TOWN ROAD AID | -168,490 | 0 | -168,490 | 344.47 | -145.53 | 99.9% |
| 44460 LOCAL CAPITAL IMPROVEMENT | -8,000 | 0 | -8,000 | -5,682.00 | -2,318.00 | 71.0% |
| 44485 DIAL-A-RIDE | -16,848 | 0 | -16,848 | -4,649.03 | -12,198.97 | 27.6% |
| 44522 POLICE GRANTS | -95,920 | 0 | -95,920 | -23,380.73 | -72,539.27 | 24.4% |
| TOTAL OTHER STATE GRANTS | -307,535 | 0 | -307,535 | -371,484.12 | 63,949.12 | 120.8% |
| 016007 MISCELLANEOUS RECEIPTS | | | | | | |
| 45520 INTEREST ON INVESTMENTS | -35,000 | 0 | -35,000 | -16,415.68 | -18,584.32 | 46.9% |
| 45541 JP VINCENT | -40,000 | 0 | -40,000 | -146,289.00 | 106,289.00 | 365.7% |
| 45542 TOWER RENT | -58,656 | 0 | -58,656 | -9,783.02 | -48,872.98 | 16.7% |
| 45546 PREMIUM FROM BOND SALE | -712,000 | 0 | -712,000 | -712,937.00 | 937.00 | 100.1% |
| TOTAL USE OF ASSETS | -845,656 | 0 | -845,656 | -885,424.70 | 39,768.70 | 104.7% |
| 016009 LICENCES & PERMITS | | | | | | |
| 46610 MISCELLANEOUS INCOME | -167,286 | 0 | -167,286 | -129,648.85 | -37,637.15 | 77.5% |
| TOTAL MISCELLANEOUS RECEIPTS | -167,286 | 0 | -167,286 | -129,648.85 | -37,637.15 | 77.5% |
| 016010 FEES & SERVICE CHARGES | | | | | | |
| 47710 POLICE PERMITS | -6,500 | 0 | -6,500 | -2,646.00 | -3,854.00 | 40.7% |
| 47715 RIGHT OF WAY PERMITS | -900 | 0 | -900 | -650.00 | -250.00 | 72.2% |
| 47716 BLUERRINTS | -600 | 0 | -600 | -282.00 | -318.00 | 47.0% |
| 47735 BUILDING/DEMOLITION PERMITS | -250,000 | 0 | -250,000 | -261,355.52 | 11,355.52 | 104.5% |
| 47740 DOG LICENSES | -3,000 | 0 | -3,000 | 173.25 | -3,173.25 | 5.8% |
| 47745 HUNTING/FISHING LICENSES | -150 | 0 | -150 | -386.00 | 236.00 | 257.3% |
| 47750 INLAND/WETLAND PERMITS | -2,000 | 0 | -2,000 | -1,806.00 | -194.00 | 90.3% |
| 47755 ZONING COMMISSION | -5,000 | 0 | -5,000 | -7,280.00 | 2,280.00 | 145.6% |
| 47760 ZONING BOARD OF APPEALS | -1,000 | 0 | -1,000 | -405.00 | -595.00 | 40.5% |
| TOTAL LICENCES & PERMITS | -269,150 | 0 | -269,150 | -274,637.27 | 5,487.27 | 102.0% |

TOWN OF BLOOMFIELD

YEAR TO DATE BUDGET REPORT

FOR 2014-13

| | ORIGINAL ESTIM REV | ESTIM REV ADJUSTMTS | REVISED EST REV | ACTUAL YTD REVENUE | REMAINING REVENUE | PCT COLL |
|------------------------------|-----------------------|------------------------|--------------------|-----------------------|----------------------|-------------|
| 48810 POLICE X-DUTY | -50,000 | 0 | -50,000 | -50,000.00 | 00 | 100.0% |
| 48812 AMBULANCE SERVICE | -600,000 | 0 | -600,000 | -258,607.54 | -341,392.46 | 43.1% |
| 48820 LIBRARY RECEIPTS | -16,000 | 0 | -16,000 | 8,068.53 | -7,931.47 | 50.4% |
| 48830 TOWN CLERK FEES | -90,000 | 0 | -90,000 | -67,703.21 | -22,296.79 | 75.2% |
| 48835 REAL ESTATE TRANS. TAX | -300,000 | 0 | -300,000 | -213,185.17 | -86,814.83 | 71.1% |
| 48840 SUMMER PROGRAM | -6,500 | 0 | -6,500 | -3,155.91 | -3,344.09 | 48.6% |
| 48845 SCHOOL YEAR | -3,600 | 0 | -3,600 | -1,197.81 | -2,402.19 | 33.3% |
| 48850 SWIMMING POOL | -15,000 | 0 | -15,000 | -7,326.77 | -7,673.23 | 48.8% |
| 48855 WILCOX ADVENTURE CAMP | -4,000 | 0 | -4,000 | -4,000.00 | -4,000.00 | 100.0% |
| 48865 MINI BUS PASSES | -8,400 | 0 | -8,400 | -4,355.00 | -4,045.00 | 51.8% |
| 48870 ACCIDENT REPORTS | -5,000 | 0 | -5,000 | -1,593.30 | -3,406.70 | 31.9% |
| 48880 ZONING VIOLATION | -2,000 | 0 | -2,000 | -200.00 | -1,800.00 | 10.0% |
| 48895 PARKING FINES | -18,000 | 0 | -18,000 | -5,900.75 | -12,099.25 | 32.8% |
| 48899 ANIMAL CONTROL | -1,000 | 0 | -1,000 | -270.00 | -730.00 | 27.0% |
| TOTAL FEES & SERVICE CHARGES | -1,119,500 | 0 | -1,119,500 | -621,563.99 | -497,936.01 | 55.5% |
| GRAND TOTAL | -79,530,120 | 0 | -79,530,120 | -55,768,869.49 | -23,761,250.51 | 70.1% |

** END OF REPORT - Generated by William Hogan **

FOR 2014 13

| | ORIGINAL APPROP | TRANSERS/ADJUSTMTS | REVISED BUDGET | YTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|-------------------------------------|-----------------|--------------------|----------------|---------------|--------------|------------------|----------|
| 0110 TOWN COUNCIL | 175,804 | 0 | 175,804 | 111,007.79 | 4,850.00 | 59,946.21 | 65.9% |
| 0120 TOWN MANAGER | 328,174 | 0 | 328,174 | 152,979.18 | 0.00 | 175,194.82 | 46.6% |
| 0130 TOWN CLERK | 326,345 | 0 | 326,345 | 144,435.83 | 31,928.76 | 149,980.41 | 54.0% |
| 0141 FINANCE/ADMINISTRATION | 132,130 | -4,000 | 128,130 | 63,523.22 | 0.00 | 64,606.78 | 49.6% |
| 0142 FINANCE/ASSESSOR | 379,548 | -35,300 | 344,248 | 148,957.56 | 0.00 | 195,290.44 | 43.3% |
| 0143 FINANCE/TAX COLLECTOR | 249,680 | 0 | 249,680 | 131,732.97 | 4,761.86 | 113,185.17 | 54.7% |
| 0144 FINANCE/CENTRAL OFFICE | 68,685 | -5,000 | 63,685 | 15,734.52 | 745.19 | 47,205.29 | 25.9% |
| 0145 HUMAN RESOURCES | 379,888 | 0 | 379,888 | 182,866.90 | 22,231.75 | 174,789.35 | 54.0% |
| 0146 FINANCE/INFO. SYS. | 460,707 | 44,300 | 505,007 | 250,187.51 | 65,432.31 | 189,387.18 | 62.5% |
| 0147 FINANCE/ACCOUNTING | 256,013 | 0 | 256,013 | 127,842.66 | 0.00 | 128,170.34 | 49.9% |
| 0160 TOWN ATTORNEY | 198,450 | 0 | 198,450 | 64,543.97 | 0.00 | 133,906.03 | 32.5% |
| 0170 TOWN TREASURER | 9,830 | 0 | 9,830 | 4,914.27 | 0.00 | 4,915.73 | 50.0% |
| 0210 TOWN PLAN & ZONING | 4,635 | 0 | 4,635 | 1,850.64 | 0.00 | 2,784.36 | 39.9% |
| 0220 ZONING BOARD OF APPEALS | 2,792 | 0 | 2,792 | 724.58 | 0.00 | 2,067.42 | 26.0% |
| 0230 BOARD OF TAX REVIEW | 4,140 | 0 | 4,140 | 282.78 | 0.00 | 3,857.22 | 6.8% |
| 0240 REGISTRAR OF VOTERS | 91,135 | 0 | 91,135 | 45,748.04 | 0.00 | 45,386.96 | 50.2% |
| 0241 ELECTIONS | 21,300 | 0 | 21,300 | 11,714.45 | 0.00 | 9,385.55 | 55.0% |
| 0250 INLAND WETLANDS & WATER COURSE | 3,760 | 0 | 3,760 | 1,058.40 | 0.00 | 2,701.60 | 28.1% |
| 0260 ECONOMIC DEVELOPMENT COMM | 1,455 | 0 | 1,455 | 0.00 | 0.00 | 1,455.00 | 0.0% |
| 0275 COMMISSION ON AGING | 3,390 | 0 | 3,390 | 131.85 | 0.00 | 3,258.15 | 3.9% |
| 0281 YOUTH ADULT COUNCIL | 3,000 | 0 | 3,000 | 1,311.33 | 0.00 | 1,688.67 | 43.7% |
| 0290 ADVISORY COMM ON HANDICAPPED | 1,000 | 0 | 1,000 | 0.00 | 0.00 | 1,000.00 | 0.0% |
| 0295 BEAUTIFICATION COMMITTEE | 3,400 | 0 | 3,400 | 622.46 | 0.00 | 3,377.54 | 62.2% |
| 0296 FAIR RENT COMMISSION | 1,000 | 0 | 1,000 | 0.00 | 0.00 | 500.00 | 38.7% |
| 0297 ETHICS COMMISSION | 500 | 0 | 500 | 0.00 | 0.00 | 500.00 | 0.0% |
| 0301 PLANNING & DEVELOPMENT | 858,774 | 0 | 858,774 | 332,192.43 | 524.94 | 526,056.63 | 53.0% |
| 0311 POLICE | 7,319,928 | 0 | 7,319,928 | 3,592,335.54 | 285,638.19 | 3,441,954.27 | 46.5% |
| 0401 PUBLIC WORKS | 3,053,590 | 0 | 3,053,590 | 1,262,281.19 | 159,041.00 | 1,632,267.81 | 55.6% |
| 0510 LEISURE SERVICES | 700,963 | 0 | 700,963 | 379,368.30 | 10,617.92 | 310,976.78 | 51.0% |
| 0610 PUBLIC LIBRARIES | 1,486,221 | 0 | 1,486,221 | 723,777.92 | 34,260.11 | 728,182.97 | 50.0% |
| 0711 HEALTH | 186,400 | 0 | 186,400 | 93,284.00 | 0.00 | 93,116.00 | 50.0% |
| 0721 SOCIAL SERVICES | 561,220 | 0 | 561,220 | 267,832.28 | 8,907.67 | 284,480.05 | 49.2% |
| 0751 SENIOR SERVICES | 637,786 | 0 | 637,786 | 300,631.73 | 12,961.67 | 324,192.60 | 49.3% |
| 0805 FACILITIES MAINTENANCE | 1,670,837 | 0 | 1,670,837 | 618,266.24 | 25,925.99 | 1,026,644.77 | 38.6% |
| 0910 FIXED CHARGES | 14,128,536 | 0 | 14,128,536 | 7,035,307.34 | 246,506.00 | 6,846,722.46 | 51.5% |
| 0950 MISCELLANEOUS CHARGES | 363,000 | 0 | 363,000 | 67,877.11 | 0.00 | 295,122.89 | 18.7% |
| 0970 DEBT SERVICE | 5,956,000 | 0 | 5,956,000 | 4,903,203.29 | 0.00 | 1,052,796.71 | 82.3% |
| 1200 BOARD OF EDUCATION | 38,555,104 | 0 | 38,555,104 | 13,700,106.59 | 0.00 | 24,854,997.41 | 35.5% |
| 1201 BOE-PRIOR YEAR | 0 | 0 | 0 | 563,528.53 | 0.00 | -563,528.53 | 100.0% |
| 7180 OPERATING TRANSFERS OUT | 2,245,000 | 0 | 2,245,000 | 2,245,000.00 | 0.00 | 0.00 | 100.0% |
| GRAND TOTAL | 80,830,120 | 0 | 80,830,120 | 37,547,163.60 | 914,333.36 | 42,368,623.04 | 47.6% |

** END OF REPORT - Generated by William Hogan **

DRAFT

BLOOMFIELD TOWN COUNCIL

There was a regular meeting of the Bloomfield Town Council held at 7:30 p.m. on Monday, December 9, 2013 in Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

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

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

PLEDGE OF ALLEGIANCE

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

ANNOUNCEMENTS & PRESENTATIONS

There were no announcements or presentations.

CITIZENS STATEMENT & PETITIONS

There were no citizens' statements or petitions.

REPORT FROM COUNCIL SUBCOMMITTEES

Administration & Education - The committee met on December 2, 2013 to discuss final updates regarding the school renovation closeout process. The committee also discussed recommendations in assisting Committee on Committees with recommendations for appointments to Board and Commissions.

Golf – The next scheduled meeting of this subcommittee will be held on January 27th, 2014 at 6:00 p.m. The golf course has officially closed for the season. The Tap Inn Restaurant will remain open during off season. They will continue to promote themed night events as well as promote their Meals to go program. It was also noted that walkers from the community are welcome to utilize the course during the off season.

Public Safety – Councilor Washington will give a detailed report at the next Council meeting scheduled for January 13, 2014 at 7:30 p.m.

Land Use & Economic Development – The next scheduled meeting of this subcommittee will be held on December 17, 2013 at 7:00 p.m.

COUNCIL BUSINESS

OLD BUSINESS

FY 13/14 – 28: Consider and Take Action Regarding Interfaith Homes Tax Abatement and Grant Reimbursement Program

It was moved by Councilor Hypolite, seconded by Deputy Mayor Gamble and voted unanimously to approve the following:

Resolution of the Town of Bloomfield CT abating taxes and authorizing execution of a tax abatement agreement with the owner of the Interfaith Homes, Inc. for properties located at (3-9 Mountain Avenue, Bloomfield Connecticut), and Interfaith Village (3-10 Bestor Lane, Bloomfield, CT) (hereinafter the “Subject Properties”)

Be it resolved that:

- 1. The Town of Bloomfield shall abate ad valorem taxes on the above properties, subject to the terms of a Memorandum of Understanding.**
- 2. That the Town and Interfaith Homes, Inc. shall execute a Memorandum of Understanding with respect to terms and conditions for the abatement of such real property taxes for the properties owned by Interfaith Homes, Inc.**
- 3. That the Town of Bloomfield, acting herein, by its Mayor, duly authorized, is authorize to execute a Master Assistance Agreement between the State of Connecticut acting herein by its Commissioner of Department of Housing, pursuant to Sections 4-8 and 8-216 of the Connecticut General Statutes (“CGS”) for state financial assistance in the form of a state grant-in-aid to the Town of Bloomfield for DOH Project Interfaith Homes (011-TA-1).**

The Town Council previously stated and voted in 2012 not to approve any further tax abatements to Interfaith Homes (for tax bills of 7/1/14 and thereafter). However, since the State grant is still available, Interfaith Homes approached the Town with an option to leverage the grant towards any taxes owed (as long as the Town file application by December 31, 2013).

NEW BUSINESS

FY 13/14 – 34: Discussion and Possible Action Regarding Mobile Phone/Air Card Policy

It was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo and voted unanimously to approve Policy #510.01 on Mobile Phone/Air Card.

Mr. Philip K. Schenck, Jr., Town Manager gave a brief description of the Mobile Phone/Air Card policy.

Mayor Schulman noted that Councilors with town owned laptops do not have mobile phone or air cards in their possession.

FY 13/14 – 35: Discussion and Possible Action Regarding the Maintenance Agreement for Bloomfield Cemetery Association

Mr. Schenck, Jr., Town Manager gave a brief overview of a meeting held with the Town and the Bloomfield Cemetery Association.

It was moved by Deputy Mayor Gamble, seconded by Councilor Washington and voted unanimously to authorize the Town Manager to sign the Maintenance Agreement on behalf of the Town of Bloomfield with the Bloomfield Cemetery Association.

Councilor Merritt expressed concerns regarding the overall status of relationship with the Town and the Bloomfield Cemetery Association. He suggested a meeting with the association to discuss various issues and concerns.

Mr. Schenck, Jr., Town Manager has had lengthy discussions with Association regarding the Town's request for an easement. At this time, the association did not want to provide the town with easement.

Mayor Schulman would like to ensure the care of veterans' graves and overall maintenance.

Councilor DeLorenzo suggested that the Bloomfield Cemetery Association present information to the Council at a future meeting.

REPORT FROM MAYOR AND TOWN MANAGER

Mayor Schulman gave brief updates regarding the following events:

- Mayor Schulman stated that Laurel Elementary School received an award for excellent architectural design. He also congratulated the building committee, construction personnel and all others involved in this school renovation project.
- Mayor Schulman also noted that the Bloomfield Board of Education received excellent scores for the New State Performance report.

- Town Council members were introduced to the new “K-9” (Coda) as well as their well-equipped new police motorcycle.
- Mayor Schulman gave a brief update regarding the 2014 trial in *Connecticut Coalition for Justice in Education Funding (CCJEF) v. Rell*, in which the Connecticut Supreme Court held, in 2010, that the state constitution gives all Connecticut schoolchildren the right to a suitable education.
- On December 11, 2013 at 7:30 a.m., the Bloomfield Board of Education has invited the Bloomfield Town Council to a breakfast at the Legislative Office Building to discuss various proposals for the upcoming legislative session.
- On December 7, 2013, Bloomfield Leisure Services hosted the Light up the Town ceremony for the holiday season. It was good weather and a great turnout of town residents and supporters.
- On December 8, 2013, Mayor Schulman an event sponsored by the Legal Women of Voters. This event was coordinated to honor and congratulate all elected officials into office.

Town Manager’s Report

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

- Mr. Schenck, Jr. reported that the removal of the Farmer’s Exchange building is currently underway. The two small buildings on that property still remain. Mr. Miller also received a request to exchange properties from the railway company. In addition, the two box cars were asked to remain on the site as well.
- The wall repair on Prospect Street should be completed by the end of December with weather permitting.
- A Request for Proposal has been submitted for an engineering firm to begin the initial stages for Filley Park, such as Phase I. Phase I will include installation of sidewalks, graduated step entrance, streetscape planting, lighting, etc. This phase of the project will begin late spring, early summer.
- Mr. Schenck, Jr., also reminded residents of the upcoming winter weather season. He encouraged residents to drive slowly and ordinance rules regarding shoveling in driveways.
- Mr. Schenck, Jr., provided a list of town owned vacant properties for Council review. There are currently 145 properties to date. Councilor Hypolite recommended approaching existing abutting land owners to spark interest as well as continuing to follow up on a comprehensive action plan for parks.

Deputy Mayor Gamble mentioned that the Town of Bloomfield won the Bright Idea award from CL&P for promoting energy efficiency in all Municipal buildings. Since the initial award, this program has provided financial assistance to the local fuel banks.

APPROVAL OF MINUTES

It was moved by Deputy Mayor Gamble, seconded by Councilor Washington to approve the minutes of November 25, 2013 with noted corrections:

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

The motion passes.

The maker of the original motion and seconder approved these friendly amendments:

- Councilor DeLorenzo was marked present at the November 25, 2013 Town Council. The minutes will be corrected to reflect that Councilor DeLorenzo was not present.
- Deputy Mayor Gamble requested a date correction for a meeting with the Economic Development Commission (EDC) from December 14, 2013 to December 17, 2013.

COUNCIL COMMENTS

All Councilors wished all residents a safe and happy holiday season.

Councilor DeLorenzo expressed his excitement regarding the demolition of the old Farmer's Exchange building. He also was delighted to hear the updates regarding Filley Park and the RFP for Phase I. Councilor DeLorenzo also encouraged residents to give back to the community this holiday season by donating the local food and fuel banks.

Councilor Hypolite acknowledged the passing of former President Nelson Mandela of South Africa. Mr. Mandela passed away on December 5, 2013. Councilor Hypolite also expressed words of sympathy, reflection and his celebration of life.

Councilor Washington echoed comments of Councilor Hypolite.

Councilor Rivers reiterated the excellence achieved by the two elementary schools for their architectural design awards.

Councilor Seldon thanked the Legal Women of Voters for their hospitality and opportunity to meet other local elected officials.

Mayor Schulman requested a Moment of Silence for passing of the late Nelson Mandela. Mayor Schulman also mentioned the Adopt-a-Family Holiday program and the need to give back to the community. He also inquired

about the need to preserve and protect the chimney in Filley Park from the winter elements. Mayor Schulman also noted the Request for Proposal has been submitted for an Economic Development consultant or entity.

EXECUTIVE SESSION

At 8:25 p.m., it was moved by Deputy Mayor Gamble, seconded by Councilor Merritt and voted unanimously to enter into Executive Session I. – Discussion concerning pending claims and litigation with the Town Council, Town Manager, Assistant to the Town Manager and the Town Attorney.

At 8:30 p.m., it was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo to exit Executive Session I.

At 8:33 p.m., it was moved by Councilor Rivers, seconded by Councilor Washington to enter into Executive Session II. – Discussion Regarding Goals & Objectives for the Town Manager.

At 10:18 p.m., it was moved by Deputy Mayor Gamble, seconded by Councilor Rivers to exit Executive Session II.

ADJOURNMENT

It was moved by Councilor Merritt, seconded by Councilor Washington to adjourn the meeting at 10:20 p.m.