

## **BLOOMFIELD TOWN COUNCIL**

### **ADMINISTRATION & EDUCATION SUBCOMMITTEE**

There was a regular meeting of the above referenced subcommittees held on Monday, February 1, 2016 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Mayor Gamble, Deputy Mayor Schulman and Councilor Rivers, Washington and DeLorenzo

Absent were: Councilors Hypolite

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager, Cindy Coville, Director of Human Resources, Harry Asadourian, Interim Town Assessor and India Rodgers, Clerk of Council

Guest: Scott MacDonald, Project Leader and Josephine Agnello-Veley of Human Resource Consortium (HRC)

The meeting was called to order at 6:40p.m.

#### **Presentation of HRC (Human Resource Consortium) – Affirmative Action Statistical Review**

Mr. Schenck, Jr., gave a brief background history regarding the town's obligation to comply with Affirmative Action as well as the initial plan that was completed last summer.

Mrs. Cindy Coville, Director of Human Resource commented on the RFP process and scope of project in selecting a vendor. The RFP process closed September 2015 with goals established for July 1, 2014 – June 30, 2015 and July 1, 2015 - June 30, 2016.

Mr. Scott Macdonald and Mrs. Josephine Agnello-Veley presented their respective background histories in the field of Affirmative Action and labor relations. Their initial reaction to the Human Resources department was noted as the best data obtained thus far for a project of this magnitude.

Councilor Rivers stated that the goal of Council was to make employment representative of the population of Bloomfield. He also stated that the Council has consensus to make a good faith effort of this project.

Mr. Schenck, Jr. mentioned that the cost estimate of this project is approximately \$26,000. The Council budgeted \$15,000, which is less funding based off number of hours on RFP for approval.

Councilor DeLorenzo requested that the HRC attend the next meeting and present the goal plan for this year. He would like a brief presentation of statistics from year to date (FY14/15) and a review of the availability plan that will be utilized year after year.

Deputy Mayor Schulman inquired about the review commitments made by contractors for the Bloomfield Apartments. Mr. Schenck, Jr., stated that he has been in contact with Post Road Development and they have retained a vendor to monitor their minority set aside initiative.

## **Discussion regarding Council Agenda Item – FY 15/16-33: Discussion of Tax Rebate for Wounded and Disabled Military Veterans**

Mr. Asadourian, Interim Town Assessor gave a brief overview of the Tax Rebate for Wounded and Disabled Military Veterans. The town is obligated to increase exemptions on the rise in values based on the requirements of the program.

Mr. Schenck, Jr., informed the committee that Ms. Camilla Jones, Director of Social & Youth Services is the Veteran's Affairs representative for the Town of Bloomfield.

The recommendation is to increase the local option benefit to \$10,000, which has not been adopted by the town. The committee also recommended to maintain income limits for this program in accordance with State of Connecticut.

The Department of Veteran Affairs determines the eligibility for disabled veterans and place of residence.

It was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to recommend to the full Council to adopt the local option and modify from \$6,000 to \$10,000.

## **Consider and Take Possible Action regarding Proposed Amendment to Section 6-2: Permit Fees; Waivers**

It was moved by Deputy Mayor Schulman, seconded by Councilor DeLorenzo and voted unanimously to recommend to the full Council proposed changes to the Town of Bloomfield Permit Fee Ordinance. (see attached)

## **Town Manager's Goals FY 15/16 – Status Report**

Mr. Philip K. Schenck, Jr., Town Manager gave a status update regarding his goals set for August 1, 2015 – July 31, 2016.

### **Communications**

The next town wide newsletter will be distributed in March 2016.

The Annual Town Report received excellent feedback from residents.

There have been three Bloomfield Today programs taped with BATV.

The town is currently researching various vendors to revitalize the website. There was a recommendation of Virtual Town Hall as a potential vendor.

Celebrate Bloomfield Committee has been meeting on a regular basis. They have established their own website and Facebook page for marketing this event.

The Town wide alert system is being modified with the current Everbridge system. There is a recommendation to add on administrative messages.

### Major Capital Projects

Filley Park – The committee met on February 24, 2016 and continue to work with Fuss and O’Neil and Town Engineer regarding preparing the specifications for Phase II.

The property located at 97 Granby Street is under review to clarify the policy regarding sale of town owned property and the first right of refusal for abutting land owners.

The town is interested in repairing the south portion of Woodland Avenue. The cost estimate for these repairs are approximately \$2 - 3 million. If the town receive a grant from the State of Connecticut, the town would be required to assume 20% of the cost as a match in funding.

The Library Building Committee have been meeting weekly to finalize project schedule. The committee is scheduled to present initial findings to the Council on February 22, 2016.

The Granby Street pavement rehabilitation/drainage project is scheduled to be completed by July 1, 2016, subject to final approval by the state and CRCOG funding.

The Public Works department updated figures for renovation of the current site prior to the end of May.

An RFP was issued for 330 Park Avenue for the selection of an architectural/engineering firm to review and evaluate the physical structure and programmatic needs of the existing building versus a new structure. The RFP was awarded to Centerbrook Architectural firm.

Fuss & O’Neil have been hired to perform the engineering work to design and construct the sidewalk on Mountain Avenue. They are preparing design documents and the project has an estimated date of completion by July 31, 2016. Mr. Jonathan Thiesse, Town Engineer has been working on identifying a staging area for construction. A letter has been sent to abutting land owners and the Mountain View cemetery.

Fuss & O’Neil have been retained for the Blue Hills Avenue Streetscape project. There is \$30,000 available to begin initial studies regarding revitalization of this area. State Representative David Baram requested financial assistance of \$500,000 from the State Bond Commission.

### Economic Development

Mr. Schenck, Jr. stated that two visits are scheduled for February 4, 2016.

The Bloomfield Business Alliance met on January 25, 2016 at 8:30 a.m. at Carbone’s Kitchen. The Alliance agreed to change their marketing logo at this meeting. It was also announced that Carbone’s Kitchen will host a major fundraiser for the Connecticut Children’s Medical Center (CCMC) in June. This event will be a major attraction to the town in conjunction with the scheduling of the Concert on the Green.

Councilor Washington recommended that special events such as this fundraiser should have oversight by a Council subcommittee.

Bloomfield Apartments have all approvals from the town for inspection and demolition of homes within the next 6 -8 weeks.

Shared parking proposal was presented to the Town Plan and Zoning Commission for consideration.

Wintonbury Mall progress has been status quo. There have been no negative comments from tenants.

### Financial Management

Mr. William Hogan, Director of Finance presented an excellent overview of the finances for potential Capital Improvement projects at the Council Retreat on January 30, 2016.

In addition, the Town Audit and Comprehensive Finance Report has been completed.

The Finance Subcommittee will meet with auditors regarding pension outlooks in the near future.

### Personnel Management

Human Resources will continue their efforts to update the employee handbook and summary pension plan documentation. The town recently hired HRC Consulting to monitor the Affirmative action plan. A presentation was by HRC at this meeting and reports will be completed by the next subcommittee meeting scheduled for March 7, 2016.

Contract negotiations are underway for the Clerical and Police unions. The initial conversation will begin with the Public Works union in March 2016. An update as to how many employees receive longevity payments will be reported at the next meeting.

The town continues to work with Anthem Blue Cross and Blue Shield on details of the Health Savings Account (HSA) plan monitoring.

### Facilities Management

The Facility Use policy is almost complete and will be submitted by Dave Melesko and Yvette Huyghue-Pannell.

A meeting is scheduled with Ameresco to discuss the utility savings thus far. It was noted that the town has saved approximately \$17,000 in electricity based on LED improvements made within town buildings.

### Other Business

Mr. Schenck, Jr., mentioned that he has received and responded to two complaints from town residents regarding the Niagara project.

### Adjournment

**It was moved by Mayor Gamble, seconded by Councilor Washington and voted unanimously to adjourn the meeting at 8:10 p.m.**