

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, April 6, 2015 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors Rivers, Hypolite, DeLorenzo and Washington

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

The meeting was called to order at 6:35p.m.

Mr. Schenck, Jr. presented the Town Manager's Goals for August 1, 2014 – July 31, 2015 scheduled to be evaluated with the FY 2015/2016 budget. He outlined the following status updates based on the approved budget by the Council on March 24, 2015:

Included in Budget

- Website Update/Revisions - \$21,500
- Workplace Diversity Initiative - \$121,300
- Architectural Services - \$60,000
- Economic Development - \$120,000

Not Included in Budget

- Bloomfield Citizens Academy - \$4,000
- Community Relations/Affairs Position - \$64,590
- Town Wide Administrative Alert System - \$14,000

Total Estimated Cost of All Goals: \$405,300

Goals Selected for Inclusion in Budget: \$322,800

Goals Not Selected for Inclusion in Budget: \$82,500

Old Business

Town Manager's Goals – Status Update (Council Agenda Item – 14/15:10)

Mr. Philip K. Schenck, Jr., Town Manager gave a brief status update on the following goals set from August 1, 2014 – July 31, 2015:

Communications

- The third town newsletter was issued to all residents at the end of March 2015.
- Mr. Philip K. Schenck, Jr., Town Manager and Mr. William Hogan, Director of Finance will participate in BATV – Bloomfield Today Program highlighting the town's FY 2015/2016 budget.
- The town is still in the process of revising the town website. The funding allocation request of \$21,500 was approved by the Council in next year's budget.
- Mr. Schenck, Jr. is currently reviewing a potential collaboration effort with the Bloomfield Board of Education regarding the Community Relations/Affairs position for the town. The Board currently has someone on staff to manage their public relations and community relations tasks.

Major Capital Projects

The Metropolitan District Commission (MDC) approved the final permitting for Phase I Streetscape for Filley Park. Fuss and O'Neil is completing the final details on the bid documents for issuance in April/May 2015.

The Granby Street project is in the final design phase to replace 2,000 feet of storm drains. The Capital Region Council of Governments (CRCOG) will fund the paving for this project. The town will be responsible for replacing the storm drain. Funding for this project is still pending with CRCOG.

The final scheduling for the School Building Grant is currently under review. The appropriate legislative bills for the refunding of the school building grants have been modified and introduced to the overall State Legislative body. Once this process is completed, the audit phase will commence.

The Library, Public Works Garage and 330 Park Avenue renovation plans have been included in the budget for initial planning of assessment and analysis. The goal is to plan for November 2016 as a potential referendum date for consideration.

Economic Development

Mr. Schenck, Jr. will met with four business this past month as a part of the Business Visitation Program.

On March 24, 2015, there was a ribbon cutting ceremony and welcoming to town for Solidus. This company manufactures finishing and mill work for banks. Goman & York was very instrumental in their move expansion to town.

Total Wall, Inc. is looking at space for expansion at 6 Britton Drive.

Mr. Tim LaSalette, Developer with Griffin Land as a part of the Business Visitation Program. Mr. Schenck, Jr. discussed their overall focus and goals for the remaining properties for development.

Governor Malloy was in Bloomfield on April 2, 2015 to meet with R & D Dynamics leadership.

The Niagara Water Bottling Company is looking for space in Connecticut once again for expanding their business in the Northeast corridor.

On March 23, 2015, there was a Business Association Meeting of Town Center businesses, in which 14 business owners attended.

Financial Management

The town will continue to work on the budget documents that will be issued this year. The town will progress to move forward with the Governor's Finance Officers Association (GFOA) budget ward.

Mr. Schenck, Jr. moved the Capital Project management system from an ad hoc basis to a quarterly schedule. There was a meeting on March 16, 2015, to discuss and review all capital projects and proposed funding requests.

Personnel Management

The following documents and/or projects are currently being updated for presentation from the Human Resources Department:

- The revision to the Employee Handbook is in progress.
- The town has retained a Labor Attorney to complete the Summary Pension Plan Document for non-union employees
- The Affirmative Action Plan has been approved by the Council. Mrs. Marcia Bonitto, consultant for this project has requested a delayed start until May 2015, due to previous obligations prior to her signed contract.
- The New Employee Orientation Plan is also in progress of being developed.

Facilities Maintenance

The monthly reports for energy savings with Ameresco will commence in November 2015 after town hall improvements have been made.

Mr. Schenck, Jr. reported that he received a letter from the Kenmore Association requesting information on how their road can be accepted by the Town. Mr. Schenck, Jr. will follow up with the Town Engineer and Public Works for a detailed review for acceptance.

Councilor DeLorenzo inquired about the status update of renovating the bus terminals in town. The town is awaiting funding from CRCOG and the Department of Transportation to follow through with this project.

Councilor DeLorenzo also inquired about the status update of the Bloomfield Apartments.

Mr. Paul Butler, developer for the Bloomfield Apartments assured the town that he will make a decision regarding financing for this project the near future. There is a potential investor interested in the project. He may begin to develop the smaller portion of the project initially (45 units on Bloomfield Avenue).

The old Valco building demolition plans is still in progress. The developer are on target with their projected plan of proposal.

The TFC Housing Corporation (First Cathedral) was approved by the State Department of Housing for funding this project. The town will received funding from the land sale in the near future once the project is underway.

Adjournment

It was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 7:15 p.m.