

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, October 6, 2014 at 6:00 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors Rivers, DeLorenzo and Deputy Mayor Gamble

Also present were: Philip K. Schenck, Town Manager and India Rodgers, Clerk of Council

Absent was: Councilor Hypolite and Sharron Howe, Assistant to the Town Manager

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

Town Council Referrals

FY 14/15-10: Status of Town Manager's Goals

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

Communications

- Quarterly Newsletters are being issued. Last edition was August 2014.
- Annual Report is being updated and notices were issued to town departments for report.
- BATV broadcasts have been successful. On October 10, 2014, a show will be aired focusing on Winter Preparedness and Emergency Planning.
- Community Relations/Office of Community Affairs research is ongoing. Job descriptions from other local communities are in review.
- Mr. Schenck, Jr. has an upcoming meeting with the Red Alert system.

Major Capital Projects

- Filley Park – It was noted that there are some issues with the State Department of Transportation and MDC. The completion of Phase I may not occur until spring 2015.
- Granby Street – There may be funding available from Capitol Region Council of Governments (CRCOG) and the State to replace approximately 2,000 linear feet of storm drain.
- School Building Grants – The Board of Education – Superintendent’s Office recently hired a new CEO. They are spearheading the completion of necessary paperwork for reimbursements.
- DPW Garage – A preliminary schedule has been completed through next spring and fall 2015. Mr. Schenck, Jr. suggested possible establishment of building committees to prepare for a bond referendum.
- Library – There are currently 2 -3 design options available for a new library. These designs were submitted 3 years ago and need budget and schematic updates.

Economic Development

As a part of the Business Visitation Program, Mr. Schenck, Jr. visited the following businesses:

- On September 23, 2014, Mr. Schenck, Jr. visited the CIGNA campus. CIGNA has approximately 4,000 employees and is looking to expand their operations in Bloomfield. Mr. Hooper, Town Building Official and Town Assessor will meet with the CIGNA team to discuss expansion relative to building permits and taxable items.
- On September 25, 2014, Mr. Schenck, Jr. visited Aerospace Alloys. This company designs water cutting tools and has several contracts with Boeing, UTC and Pratt & Whitney.
- On September 30, 2014, Mr. Schenck, Jr. visited Back East Brewery. They are also looking to expand their operations to another 9,000 square feet from 4,500 sq. ft. They are also trying to obtain a license from the State to allow larger sell of beverages.
- A meeting with KAMAN is scheduled for October 17, 2014.

Financial Management -- All Goals are ongoing.

Personnel Management

- Mrs. Cindy Coville, Director Human Resources is working on updating the Employee Handbook.
- A draft of the Summary Pension Plan document for Non-Union employees has been sent to the Labor Attorney for review.
- The Consultant to Update the Bloomfield Affirmative Action Plan has been retained.
- Develop Short-Term and Long-Term Strategies for Re-Balancing the Town Workforce to reflect Community Demographics is ongoing. The Police Department is currently developing a Police Cadet Program in conjunction with their Police Explorers Program. The town will provide tuition reimbursement to those was are interested in pursuing a career in law enforcement.

Facilities Management

- Mr. Dave Melesko, Director of Leisure Services and Mrs. Yvette Huyghue-Pannell, Director of Senior Services are currently in the process of developing a Facilities Use Policy for Community Agencies and Organizations.
- A Comprehensive Evaluation of 330 Park Avenue Structure is ongoing. This building may be a subsequent bond referendum issue after the DPW Garage and Library.

Infrastructure Maintenance and Management

- On October 9, 2014, a meeting with the Mr. Schenck, Jr., Town Attorney and Director of Public Works to finalize methodology and agreements for private road maintenance.
- Raw data has been gathered and a preliminary has been completed to formalize capital equipment inventory/fleet replacements.

Administrative Report from the Town Manager

Mr. Schenck, Jr. gave an overview of the status of town operations since the last subcommittee meeting held on September 8, 2014:

- Lisa Lane Farm – the Town and the Wintonbury Land Trust are working on studies for available grants to renovate the well and other buildings on the property.

- Hawk Hill Farm – the paperwork for the state and federal agencies has been rejected several times since the initial application. Lawyers are disputing certain sections of this paperwork, however they will continue to negotiate to a reasonable resolution.
- Filley House Barns – Approximately \$11,000 is needed to stabilize the barns at the Filley Park House. The town may be able to obtain 50% of the cost in grant assistance.
- The 2nd Annual Folk Music Festival will be held on October 11th – 12th from 5:00 p.m. – 8:00 p.m. The Town and the Economic Development Commission assisted with Insurance permits.
- A teleconference with Mr. William Hogan, Director of Finance, Mr. Schenck, Jr., Mr. Thom Hooper, Director of Planning and Mr. Barry Bernabe, Financial Consultant with Webster Bank was held with bonding agencies, Moody's and Standards & Poors (S&P). During the conference call to each respective agency, Moody's may remain consistent and reaffirm the same credit rating for the town. However, S & P was very favorable and may upgrade due to the sound financial stability of the town with respect to fund balance.
- On November 5, 2014 at the First Cathedral, the Bloomfield Chamber of Commerce – After Hours event will celebrate the retirement of Mr. Thom Hooper, after 23 years of service to the Town of Bloomfield.
- The Department of Public Works moved their main office to the Southwood location permanently. Mr. John Lawlor, Director of Public Works will be housed at Town hall during the day.

Old Business

Councilor DeLorenzo inquired about a status update regarding the bus shelters. It was noted that there were some funding issues with design and implementation. These are being resolved and new shelters will hopefully be in place by the spring.

Councilor Rivers inquired about tree trimming status update with CL& P and damaged trees around town.

Mr. Schenck, Jr. mentioned the Electronic Car charging stations. The town was granted to receive three stations. However, Mr. Schenck, Jr. will conduct a reevaluation whether or not the logistics is worthy for the town.

Councilor DeLorenzo also inquired about town wide Wi-Fi services.

Councilor Rivers expressed that he interested in continuing support and relationship with the Board of Education. Mr. Schenck, Jr. stated that he is working with Dr. James Thompson,

Superintendent to develop a more comprehensive intern policy and school bus refueling program.

Adjournment

It was moved by Councilor Rivers, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 7:45 p.m.