

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting for the above-referenced subcommittee held at 6:30 p.m. on Tuesday, September 3, 2013 in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilor Rivers, Gamble and DeLorenzo

Also present were: Wayne Casper, Director of Facilities – Bloomfield Board of Education, Barry Berson, Susan True, Philip Schenck Jr., Town Manager and India M. Rodgers, Clerk of Council

Absent: Deputy Mayor Hypolite

The meeting was called to order at 6:30 p.m.

Approval of Minutes

It was moved by Councilor Gamble, seconded by Councilor DeLorenzo and voted unanimously to approve the minutes of June 3, 2013.

Update on all School Building Committees

High School – Mr. Wayne Casper gave a status update regarding the bathroom renovations at the high school. It was reported that 6 out of the 8 bathrooms to be renovated have been completed. The glass block is scheduled to be removed and the replacement process has begun. Once these items are completed, the high school building renovation project will begin the closeout process.

Carmen Arace – Mr. Barry Berson reported that all punch list items and project construction has been completed at this site. The building committee is currently finishing up contractual financial obligations. The last change order was signed and the project is considered to be complete.

Elementary Schools

All work has been completed for both elementary school renovation projects. The building committee is awaiting the final invoices for both playgrounds to close out the project.

The Board of Education is waiting for additional quotes for generators at the elementary schools. The cost for these generators will be funded by the Board of Education. The goal is to wrap up and closeout this project by the end of September, mid-October 2013.

The Board of Education intent is to have ALL projects closed by the end of December 2013.

Councilor Rivers has requested that the Board of Education consider having a Saturday Open House for residents to view all renovated schools.

Administrative Report from the Town Manager

Mr. Philip Schenck, Jr., reported that Town Administration has committed to refining and organizing draft town policies. The policy topics of discussion include:

- Sale of Property
- Self - Assessment/Performance Evaluations
- Scheduling and Travel related reimbursement
- Credit Cards
- Snow Removal
- Mailbox replacement
- Flag lowering
- Cellular Phone usage

Mr. Schenck, Jr., also reported that two union grievances were filed and resolved through mediation. One grievance referenced a full-time position that was not approved to be filled. This position was redesigned into 2 – 7 hour floater positions to assist with duties in town hall in various departments such as: Assessor, Town Clerk and the Tax Collector’s offices respectively. The other grievance referenced the town’s ability to determine cellular phone usage.

Personnel Update

Mr. Schenck, Jr., stated that there was a full-time vacancy in the Library. This vacancy was reclassified into 2 part-time positions, 20 hours and 15 hours respectively. The Town Manager has also recommended that Human Resources send out a brief biography of new hires to town employees.

General Updates

The financial audit is currently being conducted in town hall for FY 2012/2013 budget year. There have been no issues thus far. The audit committee is focused on information technology security.

The paving program is underway in the Department of Public Works. Thus far, Adams Road, Wade Road and Crestview Road have been completed.

The underground fuel tanks at Prosser Library have been boared and the town is awaiting the results from the Department of Energy and Environmental Protection (DEEP). A letter was also received regarding underground tanks at the Public Works garage as well as 330 Park Avenue.

The CCM Prescription Drug Program is in place and is working very well for residents.

In the area of Economic Development, the Town Center Study has recommended 8 priorities to improve local businesses. The first annual Folk Festival will take place on October 4 – 6, 2013 in the center of town.

In addition, Amazon was looking a building a warehouse in the Town of Windsor. However, the Town of Windsor may not be as interested due to the level of tax abatement requested and the amount of truck traffic into town.

There has been no decision regarding a potential warehouse for the Ferguson supplier of plumbing and building products.

The 6th Annual Senior Center Expo will be held on September 17, 2013 from 9:45 a.m. – 1:00 p.m. at the Marilyn Michaelson Senior Center

Mr. Schenck, Jr., informed the committee that he toured the Lisa Lane and Hawk Hill properties with the Wintonbury Land Trust.

He also met with Mr. Richard Heath, CEO and Executive Director of Seabury. Seabury is currently seeking support with a grant application to build a facility to assist more persons in the Bloomfield community. The town did provide a letter of support from the Town Manager's Office, Senior Services and Social & Youth Services.

Mr. Schenck, Jr., stated that he has an upcoming meeting with the Executive Director at Duncaster Retirement Community.

Mr. Schenck, Jr., also noted that there have been several complaints regarding blighted properties in town. The numbers of complaints have increased over the last several months. Town Administration is working diligently to draft policy or an ordinance to address these issues. A new Department of Housing was created by the State of Connecticut. Since its creation, the issues of blighted properties have received favorable legislation to assist local government in addressing these areas of concern.

A tax sale will be conducted for the Town of Bloomfield on Wednesday, November 6, 2013 at 7:00 p.m. in Council Chambers.

Councilor Rivers mentioned a policy regarding naming of town buildings.

Councilor Gamble commended the Department of Public Works. Staff mentioned that they were very pleased with their Administrator, the work ethic and overall morale of the department.

Councilor Gamble asked for an update regarding the Valco and the Old Farmer's Exchange buildings. Mr. Schenck, Jr. will follow up with an update.

Councilor DeLorenzo inquired about the following areas of concern:

- Road repavement and lines on Seneca Road
- Break-in at Tunxis Avenue dry cleaner
- Habitat for Humanity
- Underground tanks

Adjournment

It was moved by Councilor Gamble, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 7:10 p.m.