There was a regular meeting of the above referenced subcommittee held on Monday, February 3, 2020 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors Rickford Kirton, Chair, Patrick DeLorenzo, Deputy Mayor David Mann and Mayor Suzette DeBeatham-Brown

Also present were: Robert E. Smith, Town Manager, Sharron Howe, Assistant to the Town Manager, Councilors Stephanie Calhoun, Danielle Wong, Kevin Gough, Cindy Coville, Director of Human Resources, Nancy Haynes, Risk & Purchasing Manager, Jose Giner, Director of Planning & Economic Development, Jonathan Thiesse, Town Engineer and India Rodgers, Clerk of Council

Guest were: Barry Berson, Chair of the Public Works Building Committee, Jeff Niland, Construction Manager - PDS Construction, Bonnie Bercowetz, Chair of Economic Development Committee (EDC), Michelle Bononi, Co-Chair of EDC, Jerry Katrichis, EDC Member, Mark Jewell, VHB Consultants

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

Zoning/Blitg and Enforcement Report

Mr. Jose Giner, Director of Planning and Economic Development presented the monthly report from January 2020. He gave a brief overview of citations/tickets that were issued for several properties that are in non-compliance. Mr. Giner noted that most of the complaints listed have been resolved, however there are a few that remain outstanding. (See Attached Report)

At the previous meeting, subcommittee members requested additional information regarding Administration and Code Enforcement ordinances from the Town of West Hartford, including the Health District. Mr. Giner recommended the development of a Zoning Enforcement Procedures policy. Staff will review similar municipal policies as a guideline in developing a policy for the Town of Bloomfield. In addition, Mr. Giner also presented research reports addressing Municipal Authority to Address Blight.

This report addresses areas of concern such as:
- Blight Prevention and Remediation
- Redeveloping Blighted or Abandoned Properties
- Financial Incentives to Address Blight

Currently, the Town has two separate ordinances that does not have an appeals process. The Town of West Hartford, Zoning Board of Appeals is the hearing board for housing code violations also. The Town will continue to work with the West Hartford Bloomfield Health District to develop the appropriate plan of action and response to addressing blight concerns in Bloomfield.
Councilor Kirton requested that staff present a draft policy for review and consideration.

**Human Services Facilities – Construction Manager’s Monthly Report**

The status update on the project budget was discussed. The building project is in the closeout phase, finalizing punch line items that are being addressed. The accessibility options for building entrances have been installed and are now operable. The soccer fields are completed and seeding will occur very soon.

**Public Works Facility – Monthly Report**

Mr. Jeff Niland of PDS Construction gave a brief overview of the construction process. The project is underway. There was a status update on the financials of the project. A brief overview was given regarding the progress of construction thus far. Phase I of the project with the Administration and Maintenance additions are complete. The Administration section move in and Phase II of the project has begun.

A revised schedule of completion was be developed at the last building committee meeting. The project is on schedule to be completed for May 2020. The original GMP project completion was November 4, 2019. Deputy Mayor Mann requested an outline of the various phases and progress to be posted online for public display.

**Old Business**

**Presentation and Discussion regarding the Complete Streets Policy**

Mr. Mark Jewell, VHB Consultant for the Complete Streets gave a brief presentation of the draft policy and Master Plan.

VHB Consultants submitted the draft report and policy to the Town of Bloomfield for review and comment. Mr. Jewell reviewed the project timeline and deadline dates for Council consideration and approval.

There was a robust discussion regarding the following:

- Vital stakeholders not represented and why? Local Businesses
- Concerns with the overall Policy Statement and Master Plan
- Customizing the policy to meet the needs of the Bloomfield community
- TPZ recommendation or lack thereof
- Performance measures and impact cost for community modifications
- EDC recommendation in collaboration with VHB Consultant will be presented at the next subcommittee meeting in March 2020.
- Public awareness and concerns regarding the need for a Complete Streets Policy
Councilor Kirton mentioned the importance of having vital stakeholders represented, including local businesses, residents, schools and residential adult communities (Seabury and Duncaster). The policy committee gathered community participation from various public events within Town.

Commissioner Bonnie Bercowetz, Chair of the Economic Development Commission (EDC) commented on several concerns regarding the Draft Policy and Master Plan. She stated that there is a lot of information included in the draft policy that the Town may be committed too.

There were several issues not addressed within the draft policy due to the limited scope, which did not include analysis in comparing other communities. Mrs. Bercowetz asked for clarification on concerns regarding:
- Users have equal access - community characteristics
- Core commitment - economic opportunity, access for jobs
- Policy implementation - TPZ coordination with CRCOG and neighboring municipalities
- Performance measures - hiring additional staff to do tracking?
- Cost or impact on neighborhoods - affordability

The Complete Streets policy can be customized and should define success and community character.

Commissioner Michelle Bononi, Co-Chair of the EDC made several comments regarding the draft policy statement. She noted the importance of this policy and the Economic Development impact. Commissioner Bononi submitted an alternative policy statement for consideration and review. (See attached)

In addition, she addressed the following concerns regarding the draft policy:
- How did VHB estimate the percentage of persons of the total population who would request personal transportation choices? How does this work in the communities that they service?
- What percentage of cars would be eliminated upon total implementation? (Loss of car taxes)
- Business requests on the availability of transportation modes. Businesses are not included in the policy and they should be.
- How is social equity being provided? Who and how will this happen? Social equity is also not included in this policy.
- Core commitments - safe and comfortable transportation, maintenance cost and responsibilities to the Town
- Project prioritization - traffic study, no traffic engineering review on any projects, no benchmarks
- Jurisdiction should be eliminated - no authority to ensure that other agencies commit to anything, e.g. State of Connecticut - Department of Transportation, only through collaboration the Town would succeed
• Policy Implementation - requires ordinances to be enacted by Town legislation, local laws that must be implemented

• Compliance - activities to comply with ordinance, no review committee, rely on Town consultants

• Performance Measures - no formal system to measure staff performance - commitment to performance management

• Article 7 - Accountability and Exclusions - some language should be eliminated, choice of panel, who, how they would be chosen, time, expertise, appeal to decision/process

• Design Guidelines List - maintenance paths, markings on pedestrian paths/walkways

• Cost, cost, and cost - What can be done in reality???

• Missing collaborators - Society of Civil Engineers and American Planning Association

Commissioner Bononi also addressed the shortfalls of the State of Connecticut budget over the next two years:

• FY 2021/2022 - 1 billion dollars
• FY 2022/2023 - 1.4 billion dollars

Commissioner Bononi is in full support of exploring transportation ideas for the Town, however she reiterated the importance of setting realistic goals.

Councilor DeLorenzo thanked the EDC for presenting concerns. He asked for clarification on the following: How is Complete Streets going to work with current CIP projects, TIF district, Town Center???. What is the connection or integration?

Mr. Giner noted that the Complete Streets Policy is a part of the Plan of Conservation and Development. This policy will require a proposed developer to address issues of Complete Streets when projects are considered.

Deputy Mayor Mann commented on the public reaction to this current policy and expressed disappointment on the lack of response from project team on questions asked.

Mayor DeBeatham-Brown noted that all questions need to be answered, shaped to be Bloomfield centered with a full cost effective plan.

Commissioner Bononi inquired about next steps with the Complete Streets policy. VHB Consultants will revise and finalize this policy once they receive EDC suggested recommendations. It was also noted that the Town Plan and Zoning Commission (TPZ) has not taken a position on the Complete Streets Policy.

Public Comments

1. Linda Pagani, 4 Guernsey Road commented on the number of individuals who don’t have cars, and are forced to walk on busy streets and intersections. She noted major issues with accessibility to have safe walking paths.
2. **Seabury resident** suggested policy influence should focus on the installation of sidewalks or bike paths to consider the needs of all users.

3. **Tim Wolf, 4 Guernsey Road** commented in having the latest draft uploaded on the Town’s website. He noted that this policy should be the framework for a progressive Bloomfield to move forward. This policy should also focus on equitable, socially conscious in environmentally just ways for every member of the Bloomfield community.

4. **Earlene Naughton - Executive Director of the Windsor Housing Authority** commented on the need to focus on the housing crisis in town, need more affordable housing opportunities.

5. **Councilor Kevin Gough, 5 Bear Ridge Drive** expressed concerns regarding details of the policy statement. Councilor Gough reviewed the Town of West Hartford’s policy, which has a better statement. This policy can be modified with editorial improving to state the clear vision for the Town. In addition, EDC input is valuable in evaluating the benefits and quantitative analysis relative to cost. A review other Towns that have adopted this policy and its principles, for example the Town of Simsbury They have more economic vitality and development because this attracts people to live there.

6. **Laurie Julian, 43 Maple Avenue** addressed concerns about the implementation of policy is a safety issue. She noted that if Complete Streets was in place, benefits may include traffic calming, islands or pavers.

7. **Gail Nolan, 157 Duncaster Road** - commented on the responsibilities of the Parks and Recreation Committee, through the Connectivity Committee to develop long term plans and review the entire Town for Complete Streets as a framework to be used not necessarily a policy.

8. **Sue T., Avon, CT** addressed issues with the overall policy statement. She asked about the consideration for millennials don’t want to drive. They ride bikes and take public transportation. She gave examples of the the Town of Milford and Town of Fairfield Complete Streets Policy who were both ranked in the Top 10 nationwide for their policy development.

Mayor DeBeatham-Brown suggested that the EDC meet with VHB Consultants to review the draft policy and make recommendations and report back to the Administration & Education subcommittee for final review.

Deputy Mayor Mann recommended that this agenda item be referred back to the Land Use & Economic Development Subcommittee.

Commissioner Bercowetz reiterated to the subcommittee the role of the EDC. The EDC is an advisory board with an opinion from an Economic Development point of view of the business community.

Councilor Gough inquired about a possible allocation from Council contingency, if there was an increase in fees for project scope.

The Windsor Housing Authority will make a presentation to the Administration & Education Subcommittee. They will discuss the lack of housing resources and challenges that face many Bloomfield residents.
Discussion and Review of 2nd quarter Affirmative Action Plan and Diversity Report

Mrs. Cindy Coville, Director of Human Resources presented the 2nd quarter Affirmative Action Plan and Diversity Report.

The Town is making some significant progress in their Affirmative Action goals as well as hiring residents who reflect the town’s diverse population. However, there are still some issues with under-utilization of females and minorities in the Department of Public Works, Facilities and Maintenance.

Diversity Report – There were 16 employees hired during the first half of the AAP year. 12 employees or 75% were minorities, 5 Black females, 6 black males, 1 Asian female. Of the 16 hires, 10 or 62% are Bloomfield residents.

In addition, 7 employees were promoted during the first half of the year, 6 or 86% of the promotions were minorities, 3 Black females and 3 black males. Of the 7 promotions, 4 or 57% are Bloomfield residents.

Councilor DeLorenzo commented on making progress with diversity in hiring practices, however there are several issues that remain within the Department of Public Works.

Councilor Kirton stated that the Town should work diligently in improving diversity within town leadership.

Administrative Report from the Town Manager

Mr. Smith deferred his Administrative Report to the next scheduled subcommittee meeting.

Approval of Minutes

It was moved by Mayor DeBeatham-Brown, seconded by Deputy Mayor Mann and voted unanimously to approve the minutes of January 6, 2020.

Adjournment

At 9:00 p.m., it was moved by Deputy Mayor Mann, seconded by Councilor Kirton and voted unanimously to adjourn the meeting.
February 3, 2020
Town of Bloomfield, CT
Complete Streets Policy Proposal
Michelle J. Bononi

Alternative Policy Statement

The Town of Bloomfield acknowledges that transportation in the Town of Bloomfield is primarily dependent open automotive travel and, to lesser degrees, by mass transit, bicycle and pedestrian modes. The Town is also aware that those modes of transportation and our existing transportation infrastructure may not be sufficient to the Towns needs in 2020 and beyond. In order to adequately and safely transport people from place to place within the Towns corporate boundaries, transportation system improvements are necessary to provide easier access of transportation to Town-located cultural, economic and educational activities.

Therefore, the Town is committed to improve the existing Bloomfield transportation system infrastructure over time as opportunity and funding sources become available. The Town intends to improve the system as such opportunities arise by way of Town available funding, the pursuit of government agency funding, the voluntary site improvement contributions of the development community as new projects are proposed, and other financial and in-kind resources that may present themselves.

By adopting this policy, the Town of Bloomfield wishes to expand and improve transportation system opportunities as well as to upgrade safety assurances to Town residents, businesses and visitors.