BLOOMFIELD TOWN COUNCIL
ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittee held on Monday, January 6, 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, 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, David Melesko, Director of Leisure Services, Nancy Haynes, Risk & Purchasing Manager, Jose Giner, Director of Planning & Economic Development and India Rodgers, Clerk of Council

Absent was: Councilor Patrick DeLorenzo

Guest were: Barry Berson, Chair of the Public Works Building Committee, Jeff Niland, Construction Manager - PDS Construction

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

Zoning/Blight and Enforcement Report

Mr. Jose Giner, Director of Planning and Economic Development presented the monthly report from December 2019. 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)

Mr. Giner also updated the subcommittee on the status of 95 Granby Street. Currently, there are zoning violations reported regarding car sales and other retail transactions.

There was some discussion regarding how to know the status of all complaints and developing report requirements to quantify those results. The department will continue to work with the West Hartford Bloomfield Health District to outline adjustments with Housing Code enforcement.

Councilor Kirton requested a map of the Town to identify areas of blight concerns.

Deputy Mayor Mann inquired who is responsible for cleaning and disposing of litter and debris at street side curbs. He also asked about the process in how the Town is dealing with blight concerns and how are issued being identified.

Deputy Mayor Mann asked about the timeframe for establishing a collaboration with Health District to address Housing Code enforcement actions.
Mr. Giner is planning to develop an Operating Procedural Manual to identify the real definition of blight, the process of complaints and a course of action to resolve issues.

Mr. Robert E. Smith, Town Manager had a meeting with Zoning, Police and the Health District to review the Housing Code Enforcement language from the Town of West Hartford, as a template to develop a guide for Bloomfield.

Mayor DeBeatham-Brown stated the importance of determining the real definition of blight, plan and course of action to resolve complaints.

**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 including: accessibility options for building entrances, landscaping, irrigation and other potential items. The soccer fields are completed and seeding will occur in the spring.

In addition, the subcommittee discussed potential concerns with minor flooding in the parking lot, roof drains and rain gardens.

**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. There have been a few setbacks with this project with the Metropolitan District Commission regarding water testing, flushing and surge tank requirements. Phase I of the project with the Administration and Maintenance additions are complete and ready to move in.

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. Due to delays within the project, the additional cost will be absorbed in the construction contract. Deputy Mayor Kirton requested an outline of the various phases and progress to be posted online for public display.

**Old Business**

**Discussion, Review and Possible Amendment to Policy #110.01 - Naming of Town Facilities**

There was discussion regarding the existing and newly proposed policy regarding the Naming of Town Facilities.

Subcommittee members will review the proposed draft including a combination of both policies. The goal is to standardize the process in naming town facilities and other areas of interest such as: commemorative plaques, streets, etc.
Discussion and Possible Action regarding the Vincent Property

This agenda item was discussed to finalize the donation of land to the Town of Bloomfield, Vincent Property. It was noted through title search of the property, that there are some unpaid taxes through the years totaling $15,083 to the Town and $638.59 to the Center Fire District.

It was moved by Mayor DeBeatham-Brown, seconded by Councilor Mann and voted unanimously to recommend to the full Town Council to approve the following resolution:

RESOLVED, that the Town abate the outstanding real estate property taxes in the approximate amount of $15,083.14 concerning Unique ID parcel number R04839, currently owned by the Vincent and Miller families, in consideration of the donation of the parcel to the Town by the owners.

Mayor DeBeatham-Brown inquired about the cost for a walking path on the golf course.

Mr. David Melesko, Director of Leisure Services indicating that the Town is working with the Wintonbury Land Trust and adjacent properties to establish boundaries.

Councilor Kirton requested cost and operating projections for what the Town will do with the property in the future.

Councilor Gough commented on inquired about possible trails and inquired about upkeep by the neighborhood association.

Public Comment

1. Paula Jones, 5 Bear Ridge Drive mentioned the Wintonbury Land Trust efforts to acquire a third parcel along with two they already closed on this past year.

Councilor Mann commented on implementation plans for access around walking trails on the golf course.

Discussion and Status Update regarding a meeting with Bloomfield Board of Education

A tentative meeting has been scheduled with the Board of Education Administration, Town Manager and Mayor DeBeatham-Brown for Monday, January 13, 2020. This subcommittee would like to meet with the Bloomfield Board of Education to hear about the needs of the district prior to discussion with the FY 2020-2021 budget. The subcommittee discussed the importance of communications with the Board prior to the beginning of the upcoming budget season.

There were several talking points suggested for discussion such as; financial shortfalls and current challenges at the Board of Education.

Mayor DeBeatham-Brown noted there the Board of Education leadership personnel will also attend the next scheduled Finance Subcommittee meeting on January 21, 2020 at 6:30 p.m.
Council Referred Items

FY 19/20-25: Consider and Take Action Regarding Appointment of the Town Attorney

There ensued a discussion about the need to issue a Request for Qualifications (RFQ) to select and appoint a Town Attorney. The subcommittee briefly discussed the draft RFQ and the timeframe for responses, January 13 - January 27, 2020.

The subcommittee also discussed the importance of ensuring diversity within the firm that is selected.

Deputy Mayor Mann expressed concerns about the timing for this current selection process and noted the importance of having continuity of information to a newly hired Town Manager.

Councilor Kirton stated that it is not the Council or staff responsibility to say that the current Town Attorney is the right person for this job. He noted the need to require a Performance Evaluation to justify he is doing a great job.

Mayor DeBeatham-Brown read the minutes from the last subcommittee meeting on agreeing to a process.

Public Comment

1. Kenneth McClary, 2 Wedgewood Drive asked the subcommittee to review the RFQ language to ensure that smaller firms and individuals can apply.

Ms. Nancy Haynes clarified the current RFQ process and its requirements for application.

Deputy Mayor Mann and Councilor Gough both agree that there is no reason to go forward with this process and noted concerns about subcommittee recommendations.

It was moved by Mayor DeBeatham-Brown, seconded by Councilor Kirton to recommend to the full Town Council to refer and recommend the RFQ process regarding Appointment of Town Attorney with amendments.

VOTE: AYE: S. DeBeatham-Brown, R. Kirton
NAY: None
ABSTAIN: D. Mann

The motion passes 2-0-1.

Administrative Report from the Town Manager

Mr. Smith gave a brief update on his Administrative Report for the past month:

- Council Orientation of New Council Members - providing resources and useful links
- Capital Improvement Program kickoff with refining a way projects are presented
Computer Software (Outlook 2016) training for all employees
Council Retreat - Identify and discuss town priorities
Meeting with Chamber of Commerce with Vera Smith-Winfree, New Director
Grant Project to fund internships
BOE Meeting - Discussion of budget shortfalls
Census 2020 Efforts and Community Outreach
Health District - Code Enforcement ordinances
Staff directives on social networking
Ice skating at Filley Pond, Center Fire are prepared for cold water rescue training and snow removal equipment

Other Business

Deputy Mayor Mann asked for a status update on the Matrix Organizational Study.

There was a brief discussion on the quality of the final report and the lack of information provided to ensure appropriate decisions regarding staffing and town charter review.

Councilor Wong commented on financials of the Public Works Building project and status of ADA compliance issues at the Human Services Facility.

Public Comments

1. **Linda Pagani, 4 Guernsey Road** asked about the issues with the Matrix Organizational Study.

2. **Sharon Mann, 1 Adams Road** inquired about the status update with landscaping plans for the Public Works and Human Services buildings. She also commented and mentioned that subcommittee members should be more courteous and respectful towards one another.

3. **Councilor Gough** inquired about the tentative timeframe for completion of the Public Works building. It is projected that this project should be completed in spring 2020. He also commented on identifying the real definition of blight, how to determine violations? Residents feel that the current process is too impersonal.

4. **Kenneth McClary, 2 Wedgewood Drive** commented on the following topics:
   a. Internships - Is this in coordination with Mayor’s Bloomfield Bridge Program, opportunity for partnership with public and private entities.
   b. Goman & York - enforcement and citation will not change the study of the Lower Blue Hills area.
   c. Process of Town Attorney Search - Council to follow the charter and appoint a Town Attorney, institute a Deputy Attorney position to ensure the continuity of information.

Mayor DeBeatham-Brown noted that she felt very uncomfortable being videotaped by Mrs. Sharon Mann at this subcommittee meeting. It was noted that Mrs. Mann only videotaped certain individuals at the meeting. Mayor DeBeatham-Brown reiterated that there can be issues and misconceptions when all members and the entire meeting is not being videotaped.
Approval of Minutes

It was moved by Deputy Mayor Mann, seconded by Councilor Kirton and voted unanimously to approve the minutes of December 4, 2019.

Adjournment

At 9:30 p.m., it was moved by Deputy Mayor Mann, seconded by Councilor Kirton and voted unanimously to adjourn the meeting.