There was a special meeting of the above referenced subcommittee held on Monday, October 7, 2019 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

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

Also present were: Robert E. Smith, Town Manager, Sharron Howe, Assistant to the Town Manager, Mike Kosilla, Zoning Enforcement Officer, Jose Giner, Director of Planning & Economic Development, Nancy Haynes, Risk & Purchasing Manager, Cindy Coville, Director of Human Resources and Jonathan Thiesse, Town Engineer

Guest: Tom Romagnoli, Downes Construction Manager, Jeff Niland, PDS Construction Manager and Josephine Agnello-Veley, HRC Consulting

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

**Zoning/Blight and Enforcement Report**

Mr. Mike Kosilla, Zoning Enforcement Officer submitted the monthly report from September 2019. He gave a brief overview of citations/tickets that were issued for several properties that are in non-compliance. Mr. Kosilla noted that most of the complaints listed have been resolved, however there are a few that remain outstanding.

- 45 Park Avenue - sold after being on the Tax Sale/Auction report
- 11 Guernsey Road owner also owns 7 Victor Street, Auction report
- 164 Tunxis Avenue - property under deposit
- Bloomfield Hardware - preliminary plans have been presented to the Design Review Board as well as the TPZ
- Saba Live - going before Inland Wetlands Commission, October 7, 2019 - moving to remediate, planning to put an addition on the back
- 5 Brentwood Drive - awaiting West Hartford/Bloomfield Health District to inspect and address debris concerns
- Former Bloomfield Hardware store - remains in the same condition, there has been contact with owner and proposed sketches were presented to the Design Review Board. There is an architect working on a site revision plan, the goal is to market property for sale.
There was some discussion regarding how to know the status of all complaints and develop a way to quantify those results. Is the current system complaint driven or site visitation? Which method(s) are the most effective to curb potential neighborhood blight concerns?

The subcommittee is also awaiting a status report regarding the discussion of meadows vs. tall grass. Possible change in the town ordinances. Staff will concur with neighboring towns and will review the existing Housing Code for possible modifications.

**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 invoices and change order requests. There are a few punch line items that are being addressed including: accessibility options for building entrances, restrooms, landscaping, irrigation and other potential items. The project is in Phase II of the project (demolition and installation of soccer fields). The final Certificate of Occupancy is anticipated to be received by October 2019.

In addition, the subcommittee discussed status updates and potential concerns regarding some aspects of Phase II of the project such as: area fencing for the newly installed soccer fields and additional parking needs.

There was a discussion regarding the cost estimate of $60,000 for ADA Accessibility issues at 330 Park. The estimated pricing to obtain three exterior doors and bathroom modifications is pending review by building committee next week.

Deputy Mayor Kirton asked for an update with previous flooding from the building roof and rain gardens.

Councilor DeLorenzo inquired about the size of the three soccer fields and status updates/landscaping with the HSF courtyard.

**Public Comment**

1. **Karen Wallace, 319 Tunxis Avenue** expressed concerns about fencing for any outdoor facilities, especially at the new soccer fields.

Mr. Robert Berman, a Human Services Facility committee member commented on the request for a permanent building with bathroom facilities. It may be possible to include this request in next year’s capital budget. However, all approved change orders need to be paid and then determine the remaining figure to spend.

Councilor Gough inquired about the timeframe to finalize accurate figures for punch items, such as: $60,000 - doors, $40,000 - lighting, $40,000-70,000 - miscellaneous items. There may be approximately $200,000 remaining before punch list items are approved.

Mr. Tom Romagnoli gave the status update on the project and budget projections. The original GMP was $19,574,537. There is a total of approved change orders is $228,035 pending change order request are approximately $108,543 bringing the total anticipated GMP to $19,911,115.
The status update on the project budget was discussed. The building project is in Phase II of the project (demolition and installation of soccer fields). Mr. Romagnoli gave a detailed report on Phase II demolition as listed below:

**Work Completed**
- Spreading Topsoil at West Soccer Fields
- Paving at Access Driveway
- Wood Guide Rail
- Concrete Curb at Access Driveway
- Bollard Lighting Installation

**Work in Progress**
- Pour Concrete Sidewalk along Park Avenue
- Form Sidewalk along North Field
- Complete Topsoil Screening and rough grade North Field

**Work to Start**
- Spread Topsoil at North Fields
- Complete Landscaping, i.e. trees and plantings
- Fine Grade all fields
- Seeding activities at fields

The final Certificate of Occupancy is anticipated to be received by November 2019.

**Public Works Facility – Monthly Report**

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 lines and now the requirement for the installation of a surge tank. Management is currently reviewing possible alternatives to this requirement.

A revised schedule of completion was be developed at the last building committee meeting. The project is on schedule to be completed for mid-March 2020. Deputy Mayor Kirton requested an outline of the various phases and progress to be posted online for public display.

Mr. Jeff Niland of PDS Construction gave a brief overview of the construction process. He showed a drone video of the updated construction process at the Public Works facility.

There was a status update on the financials of the project. The approved GMP was $9,786,899. There were $63,111 in approved changes, with a revised GMP of $9,850,010. Approximately $52,199 in approved change events and pending events of $168,748, total anticipated GMP of $10,070,957.

The Construction Managers Contingency is $234,637, expenditures to date are $42,000, with remaining contingency of $192,637.
A brief overview was given regarding the progress of construction thus far. A revised schedule of completion was be developed at the last building committee meeting. The project is on schedule to be completed for mid-March 2020. The initial project schedule was impacted by 7 months due issues with MDC. It was noted that there will be no service interruption during the winter months.

Councilor Mann inquired about any money lost due to issues with the MDC. The building committee submitted a place holder totaling $168,748 to address for time lost. The building committee will try to eliminate extra costs with time to ease the impact.

Councilor DeLorenzo inquired about change control in funding and outlining specifics for how much was set aside, owner’s contingency and construction managers contingency.

Mr. Smith met with MDC to ask for a temporary waiver to not install a surge tank. However, if it has to be installed, what is the maintenance cost for upkeep of surge tank.

Councilor Gough asked if a written report can be forwarded for Council review prior to the subcommittee meeting, with reported outline for GMP adjustment, Construction Manager’s contingency and Town’s contingency dollars. Currently, the project remains on budget.

Mr. Niland gave a brief update on the gas leak with Public Works. It was noted that CNG and the Fire Department were contacted. CNG repaired the new meter and straighten the pipe.

**New Business**

**Discussion regarding Audio/Technology Improvements for Council Chambers**

Mr. Robert E. Smith, Town Manager made a suggestion to consider audio and technology improvements within Council Chambers. These suggestions included the following:

- Staff will be responsible for controlling the audio/visual technology for presentations
- Visual aid for the Mayor on the Council dais, alert for when Councilors would like to speak
- LED visual aids on the public podium to make citizens aware of the “3 minute” rule, instead of a distracting audio sound.

The subcommittee instructed the Town Manager to pursue this project and solicit cost estimates.

**Discussion regarding Affirmative Action Plan and 2019/2020 1st Quarter Reports**

Mrs. Cindy Coville, Director of Human Resources and Mrs. Josephine Agnello-Veley, HRC Consultant presented the Affirmative Action Plan and 2019/2020 1st Quarter Reports for Year End. The town has met or exceeded several goals in the hiring of minorities to reflect the diverse community of Bloomfield.

The subcommittee received a detailed report of the current Affirmative Action Plan and 2019/2020 1st Quarter reports. There were 13 hires for the 1st quarter of FY 2019/2020. Most of these hires were based on seasonal
positions with Leisure Services after school program staffing needs. In addition, some hires were promotional and retirements. The town has met or exceeded several goals in the hiring of minorities to reflect the diverse community of Bloomfield.

Councilor Mann inquired about the last 13 hires for the 1st quarter. These hires mostly included temporary summer staffing for Leisure Services and several retirements and promotional opportunities.

Deputy Mayor Kirton asked for a report outlining, who is in the position, retirements, different descriptive categories and include open positions.

Councilor DeLorenzo asked how many employees are eligible for retirement.

**Administrative Report from the Town Manager**

Mr. Smith participated in Labor Contract Negotiations with the Teamsters, Police and Clerical unions. However, the clerical union is on hold and in mediation over several issues.

Mr. Smith met with all department heads to discuss current and future projects, prioritizing and developing committee structure to complete projects. Also, he discussed the need to have consistent with Safety, Customer service, complaint tracking and resolution with various topics of concern. Mr. Smith spoke to staff about new strategies to identify Capital improvement projects, reviewing the funded request and scheduling of unfunded projects. He would like to identify projects that are concrete Council approval.

On October 12, 2019 from 10:00 a.m. – 2:00 p.m., Shred Day and Electronic Recycling was held at Town Hall. Residents were asked to donate non-perishable items to the Bloomfield Food Bank.

On October 10, 2019 from 7:00 p.m. – 8:30 p.m., Senator Chris Murphy held a Town Hall Meeting at the new Human Services Facility.

Mr. Smith received a status update from Organizational Study, with plans to engage Council with next steps to take.

A meeting between the Town Council and the Board of Education is still pending. The purpose of this meeting is to provide information to the Council on status update with the Board of Education.

Councilor Mann inquired about bikeway maintenance plans. There is a thought to create a committee to address setting standards for maintenance concerns and a review of Simsbury maintenance program would be a great start for planning.

Councilor DeLorenzo also inquired about maintenance for Filley Park, status updates regarding fountains, Town Green Lighting and overall project management.

Deputy Mayor Kirton addressed social media comments regarding the roles and responsibilities relative to Beautification Committee and the Public Works department. To note, the union contract with Public Works will allow for volunteers to beautify the community.
Public Comments

1. **Karen Wallace, 319 Tunxis Avenue** - commented on a discussion she had with several concerned parents regarding the issues with the Board of Education. There are many rumors between the Town Council and BOE power struggle. However, the children are suffering in the end. She is requesting that all parties work together and always keep the community in mind as the forefront. She also complained about the high salaries in Administration, identifying them higher than the median income of an average family in town. The funding should be going to the kids and resources.

Deputy Mayor Kirton reiterated everyone on Council is in support of the school district. However, changes definitely need to be made to identify well needed resources for the children.

Mayor DeBeatham-Brown noted that the Council’s desire is to have a collaborative relationship with the BOE and their budget process. She encouraged the parents to advocate for their students, to be competitive, successful and well equipped. There are several programs in the works such as: STEM Program at Leisure Services and partnership with Corporate Sponsors for job readiness after high school.

Councilor Gough also reminded all of the responsibilities of the BOE and Council relative to funding resources.

Mr. Smith spoke on community programming for youth and opportunities for participation.

Public Comments

1. **Robert Berman, 8 Hiram Lane** inquired about purchasing the property located at 45 Park Avenue for the Bloomfield Housing Authority, however it was sold after tax sale. He also commented on Eversource is known for misplacing paperwork, fountain lights at Filley Park - shortage connection at the breaker, mound of topsoil for island landscaping, repurposing the chimney, which can't be moved.

Councilor Gough asked for follow-up regarding the following:

   1. Truck parking - tobacco field end of Tunxis Avenue
   2. Blight issues - 56 Jackson Road - on radar for two years, no resolution, final resolution with 168 Tunxis Avenue, 5 Beatrice Avenue - no comments about not being enforced, how did this get noticed and not others, police action
   3. Information from the Health District regarding outstanding issues with due process, continued review of the West Hartford Code, review and possibly amendments for Bloomfield Code Enforcement.

   It was noted that Mr. Kosilla can only deal with issues through referral via phone or person.

Approval of Minutes

It was moved by Councilor Mann, seconded by Councilor DeLorenzo and voted unanimously to approve the minutes of August 5, 2019.
Adjournment

At 9:05 p.m., it was moved by Councilor Mann, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting.