BLOOMFIELD TOWN COUNCIL
ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittee held on Monday, February 7, 2022 at 6:30 p.m. via Zoom Remote meeting.

Committee members present: Mayor Danielle Wong, Chair, Deputy Mayor Gregory Davis, Councilors Kenneth McClary, Anthony Harrington and Shamar Mahon

Also present: Stanley D. Hawthorne, Town Manager, Sharron Howe, Assistant to the Town Manager, David Melesko, Director of Leisure Services, Daniel Carter, Director of Public Works, Chief Paul Hammick, Bloomfield Police Department, Scott Sharlow, Director of Information & Technology and India Rodgers, Clerk of Council

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

Old Business

Discussion, Status Update and Possible Action regarding Naming of Town Facilities – Policy 110.01 (Final Draft/Recommendation)

Mr. David Melesko, Director of Leisure Services reviewed the final recommendations/draft of the Naming of Town Facilities – Policy 110.01.

The suggested recommendations to the following draft included:

- The Town Council shall notice and conduct a public hearing to receive public comment and input prior to final vote.
- It is the Town of Bloomfield’s policy to keep the name of any existing park, Town-owned building(s), or recreational facility, particularly one whose name has Town or regional significance, unless there are compelling reasons to consider such a change; after a thorough study and super majority (6-3) vote of the Town Council.
- It is the intent of this policy to prohibit, except under extraordinary circumstance with a super majority vote (6-3) of the Town Council.

It was moved by Deputy Mayor Davis, seconded by Councilor Harrington to recommend the Naming of Town Facilities - Policy 110.01 to the full Town Council for approval.

VOTE: AYE: G. Davis, A. Harrington, K. McClary, D. Wong
NAY: None
ABSTAIN: S. Mahon

The motion passes, 4-0-1.

Discussion and Possible Action regarding the COVID-19 Memorial Project

Mr. David Melesko, Director of Leisure Services gave a brief overview of the COVID-19 Memorial Project. This project was discussed in length at the last Parks and Recreation Committee, in which they voted to recommended moving it forward. Mr. Melesko presented the budgetary memorandum from Fuss & O’Neill.
outlining a planning project cost estimate. The project cost estimate provided included start to finish consulting numbers which totals approximately $190,000, higher than expected. For this purpose, this project would need to be added to the Capital Improvement Program (CIP) budget. The first year one request would be for $50,000, which is also on the high side but this was the number provided. That would cover the base mapping and site survey as well as the Community Outreach and Concept Development. The remaining balance would carry out in future years of the CIP budget, but up to the $50K is what is needed to start the planning process.

Mr. Melesko also spoke with Ironwood Community Partners (a local non-profit organization) about this project. They might have interest in being the lead on this project, if the Town chose to move forward with it. They are qualified, based here in Bloomfield and would most likely be able to save the Town quite a bit of money but they wouldn’t decide until the project got approved.

It was moved by Councilor Mahon, seconded by Deputy Mayor Davis and voted unanimously to move forward with this project concept by authorizing up to $50,000 and move forward with further discussions and vetting through the upcoming budgetary process as a CIP project.

Discussion and Status Update regarding the Public Works Road Paving Plan and 2022 Timeline

Mr. Daniel Carter, Director of Public Works gave a brief overview of the Road Paving Plan and 2022 Timeline. He noted that the department and BETA consultants are developing a pavement list, gathering estimates which should be completed by the end of February/early March 2022.

There was brief discussion regarding the metrics and prioritization to determine what roads are paved. In addition, there some discussions about funding through the CIP program, average cost estimates $1.5 - $1.7 million dollars per year to maintain town roads.

Discussion and Status Update from Incident Command on Self-Home Test Kits

Chief Paul Hammick of the Bloomfield Police Department and Incident Commander for the Town of Bloomfield gave a brief report regarding the distribution of Self-Home Test Kits. The Town received a limited amount of Self-Home Test Kits from the State of Connecticut with specific instructions for distribution. He listed the population demographics for distribution which included: daycare facilities, senior/disabled housing sites and other vulnerable residents within the community.

Chief Hammick also noted that the mandatory mask mandate will remain in effect until February 15, 2022.

Discussion and Status Update regarding the Bloomfield Diversity, Equity and Inclusion Study

Mr. Stanley D. Hawthorne, Town Manager gave a status update of the Bloomfield Diversity, Equity and Inclusion Study.

He outlined a three phase approach for this study:

Phase I – identify community needs, staffing and how funds are spent on contractual services

Phase II – Council review and Discussion – set goals, policies and expectations

Phase III – Action steps and deliverables
The Town of Bloomfield requests proposals for a Diversity, Equity and Inclusion ("DEI") Consultant to help devise and implement policies, practices, programs and organizational behaviors that foster authentic diversity, equity and inclusion within Town operations.

All proposals must be received in the office of the Purchasing and Risk Manager by February 17, 2022.

**Discussion and Status Update regarding the Minority Set-Aside Policy**

Mr. Hawthorne gave a brief status update of the Minority Set-Aside Policy for the Town of Bloomfield. There was an advanced draft of this policy sent to the Town Attorney for his review and opinion. The Town Attorney sent his opinion to the Town Manager’s Office on December 11, 2021, indicating that a Disparity Study is needed as a pre-cursor prior to adopting this policy.

**New Business**

**Discussion regarding Broadband Access for the Town of Bloomfield**

Mr. Scott Sharlow, Director of Information & Technology gave a brief overview of Broadband Access opportunities within the Town of Bloomfield. He discussed the definition of broadband, mapping, local/regional providers and current initiatives (private sector, Town and regional).

Mayor Wong also noted her desire to place access points in all public parks in Town.

**Discussion regarding the Sidewalk Program/Policy**

Mr. Carter gave a brief overview of the status of Town sidewalks and repairs that are needed throughout the community. It was noted that last fiscal year, the Public Works Department identified and repaired 21 locations, mostly on Blue Hills Avenue, Park Avenue and Cadwell Road. All funds allocated were spent from the CIP budget.

Mayor Danielle Wong noted the importance sidewalks being parallel to the right of way, determine town responsibilities and identify worst program areas to address for repairs.

Councilor McClary presented a draft of the proposed Sidewalk Program/Policy for further discussion and review.

**Discussion regarding Bloomfield Home Remodeling Program**

Councilor McClary introduced the basic concept of the Bloomfield Home Remodeling Program.

The purpose of this program is to create competitive housing in the Town of Bloomfield neighborhoods, the Bloomfield Town Council hereby establishes a Pilot Program to promote home rehabilitation and marketability in Bloomfield. The incentive shall be available for projects that improve the marketability and curb appeal of the house to compete in the modern housing market.
He submitted a draft proposal and referred this program to Town Staff and Economic Development to further discuss and make recommendations.

There was a brief discussion regarding the details and potential expectations of the community within this program.

Some of the areas of concerns include:

- Staff capacity in managing additional projects, potential liability issues, accessible to all Town residents
- Educational component is crucial to program success
- Bank inquiry, debt to income ratios and Town Attorney consult

**Discussion regarding the Infrastructure Investment and Jobs Act (IIJA)**

Mr. Hawthorne gave a brief overview of the funding opportunities through competitive federal grants with the Infrastructure Investment and Jobs Act (IIJA) and the American Rescue Plan Act (ARPA) in assisting the Town will Capital Improvement projects.

**Discussion on Climate Change Initiative – Decarbonize Town Buildings by 2030**

Mrs. Paula Jones, Chair of the Conservation, Energy and Environment Committee (CEEC) briefly described the Climate Change Initiative and Decarbonizing Town Buildings by 2030.

She noted that at the last CEEC meeting, a presentation was conducted by Operation Fuel and the Green Bank regarding Housing Programs relative to energy conservation and remediation with heat pumps, in the amount of $25,000.

**Administrative Report**

Mr. Stanley D. Hawthorne, Town Manager referred to agenda items discussed in this meeting as the latest Administrative update.

**Public Comments**

1. **Councilor Suzette DeBeatham-Brown** noted her excitement about the new Infrastructure Investment bill opportunities. She also noted the Town’s previous involvement with Community Development Block Grants (CDBG) investment funds used to assist homeowners with repairs and upgrades to heating systems. She inquired about utilizing funding to ensure that this program will run effectively and efficiently.

**Approval of Minutes**
It was moved by Councilor McClary, seconded by Councilor Mahon and voted unanimously to approve the minutes of December 6, 2021.

**Adjournment**

It was moved by Councilor McClary, seconded by Councilor Mahon and voted unanimously to adjourn the meeting at 8:15 p.m.