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February 26, 2022

Good weekend to you Mayor, Deputy Mayor, and Councilors,

Here are the latest updates from the Community Building Leadership Team (CBLT) including topical subjects and departmental reported issues.

### **FISCAL YEAR 2023 BUDGET WORKSHOPS**

There are 12 days until the Town Manager presents the Proposed Budget to Town Council. This Monday will begin the 10-day countdown. The Community Building Leadership Team and I still have much work to do in final preparation.

The publications being produced for the Budget Workshop sessions in March are different from budget review of the past and are purposefully being designed to be lucid and transparent of the many details of the Budget for the Council and Community. Details of a budget can often be overlooked and not well understood; we want to remedy that issue.

On March 10, you will receive two companion workbooks, one for the Operating Budget (OB) and the second for the Community Investment Plan (CIP) which together will compose the Charter required Town Manager's Proposed Budget. On March 10, I will walk you through each section of those documents to assist your review and preparation before we begin the deep dive of Budget Workshops starting on March 15. On March 10, I will also present a high-level overview of the Budget but much of March 10 will be devoted to the review of the Board of Education's Proposed Budget.

The setting and format of Budget Workshops will be at the Human Services Center held in the Great Room. This setting will allow for adequate spacing between participants for continuing healthy protocols while also providing an intimate session for workshop discussions between Town Councilors and the Community Building Leadership Team Members. We look forward to these sessions that will aid the Town Council's deliberations and ultimate decision-making at the Annual Town Meeting in May.

Other topical issues for this report continue the list of Town-wide Budget Modifications that will be recommended in the Town Manager's Proposed Budget. At this time, I anticipate nine such modifications that have inter-departmental impact; this list does not include separate departmental budget modification requests that will be presented during Budget Workshops. I previously introduced narrative summations for six of the nine and with this report am providing the remaining three Town-wide budget modification narrative summations in preview of the upcoming budget plan:

## **TOWN-WIDE BUDGET MODIFICATION NARRATIVES**

### **1. Cost Allocation Plan**

A cost allocation plan is an accounting report that calculates the agency-wide indirect costs to departments and funds that receive services from other departments. This means accounting for administrative functions like Human Resources or Information Technology staff, or other equipment and resources that help accomplish our mission to build community. A central service or indirect cost allocation plan includes all central service costs that can be claimed either as billed or as an allocated cost under federal awards.

Local governments claiming central service costs must develop a plan. However, we are not required to submit the plans for federal approval unless specifically requested to do so by a cognizant agency for indirect costs. This tool will be essential for ensuring maximum leveraging/reimbursement of resources for federally funded projects (particularly as may be applicable to American Rescue Plan Act aka ARPA and Infrastructure Investment and Jobs Act aka IJA) as well as other capital projects identified in the Community Investment Plan (CIP).

### **2. Economic Development/Redevelopment Authority**

Economic development authorities (EDA) are created to stimulate investment and economic growth within a community. The mission of an EDA is to promote sustainable economic growth, increased employment, and tax base through a shared community resource. EDAs are a powerful tool which allow the community to recruit new business and facilitate the redevelopment of areas of need within a community. An EDA is a legal entity created by the Town to facilitate a well-rounded development program. The EDA would be established with assistance from our economic development advisors and attorneys with expertise focused in this area.

It is the goal of this request to establish an entity that can facilitate and serve as a catalyst for development. Bloomfield has an opportunity to establish an EDA to concentrate on crucial areas of town that will benefit from redevelopment, benefitting the Town of Bloomfield for the long-term.

### **3. Economic Development Activities and Marketing**

Best practices for communities with strong business attraction have developed targeted marketing programs and strategies. A program such as this would enable Bloomfield to attract new businesses to advance the overall vitality and economic wellbeing of the Town. The program will contain multiple marketing elements and strategies to promote the established theme of “Bloomfield Means Business” and promote the newly established Tax Increment Financing (TIF) Districts.

The program will contain outreach strategies including social media, advertising, attendance at key industry tradeshows and meetings, participation in State and regional economic development programming, direct campaigns targeted to brokers, site selectors, consultants and business, and relationship management. Through this program relationship management is key to both business attraction and retention, and the promotion of the TIF program. Bloomfield has the benefit of being home to many leading industry companies, so it is not only important, but beneficial to keep the lines of communication open with their corporate leadership not only for relationship management, but to

see those leaders as influencers to their peers. Targeted industries will include Life Sciences, Biotech & Medical Devices, Advanced Manufacturing, Aerospace and Cleantech.

Establishing an Economic Development Marketing program will allow Bloomfield to reach out, make connections, build relationships, engage industry influencers to commit Bloomfield to being a vibrant and diverse community invested in a successful future for the community.

### **Town-wide Budget Modifications narrated in February 12, 2022 Report\***

- 4. Bloomfield Strategic Visioning Process\***
- 5. Community Satisfaction Survey\***
- 6. Organizational Realignment\***
- 7. Office of Strategic Communications and Government Affairs\***
- 8. Resources for Project Management and Grants Funding\***
- 9. Diversity, Equity, and Inclusion Study: Management Salary Inequities Discovery\***

## **DEPARTMENTAL UPDATES**

### **Public Works**

- Responded to 5 winter weather events 2/4, 2/5, 2/13, 2/19, 2/20.
  - Responded after hours for installation of barricades to address a water main break on Daniel Boulevard.
- Responded after hours to a tree down on Fox Chase Road.
- Pothole patching.
  - Completed installation of “no thru truck” road signs along six streets per new Town Ordinance.
  - Participated in a voluntary Occupational Safety and Health Administration (OSHA) inspection program where OSHA inspects our facility and identifies deficiencies.
- Work is progressing on the Town Hall chiller and floor replacement.
  - Increased price of commodities and delayed delivery times are becoming more frequent and more impactful on operations. Some examples;
- Public Works purchases one plow truck per year. Plow truck annual cost increase has averaged 1.5% to 3% per year. A quote for next year’s truck increases to approx. \$37,000 which equates to a 15% increase!
- We were informed this week by the contractor that the new chiller for Town Hall will not be delivered until June 27<sup>th</sup>, which would push back completion until the end of July. This delay is due to components for the new chiller not being available. Public Works is exploring alternatives to remedy this delay.

### **Bloomfield Public Library (BPL)**

- The Library Building Committee (LBC) is currently in the schematic design phase of the building project. We are working out how the interior spaces will function and are starting to think about how technology will play out both in and outside the buildings.

- An open house was held on Feb. 24 at McMahon Wintonbury Library to get a first look at 3D models of the buildings. More information about the project, including proposed images, may be found on BPL Online at [bplct.org](http://bplct.org).
- BPL is celebrating Women's History Month with a series of programs for all ages. It is kicking off on March 1 with The Queen of Beer: How Women Shaped Brewing's History from Ancient Times to the Present at 6:30 on Zoom.
- We are reintroducing weekly in-person story times at both locations. We'll share stories, songs, rhymes, and more! All adults and children ages 2 and up will be required to wear a mask - masks can be provided by Bloomfield Public Library onsite. Best for ages 5 and under.

## Finance/Information Systems and Technology/Purchasing and Risk Management

### Purchasing and Risk Management:

January Worker's Compensation 20 open claims, \$352,020 paid to date.  
 January liability, auto, property (LAP) 12 open claims, \$322,518 paid to date.  
 Received American Rescue Plan Act (ARPA) consultant proposals, interviewed respondents.  
 Received Diversity, Equity and Inclusion (DEI) Consultant Request for Proposal (RFP) responses.  
 Issued Splash pad contract.  
 Prepared and submitted final Municipal Coronavirus Relief Fund (CRF) report to Office of Policy and Management.  
 Issued RFP for municipal solid waste disposal with due date of 2/24.  
 Prepared contract amendment for Filley Park bond project design services.  
 Scheduled open house for Library Building Committee 3D (dimensional) design display.

### Information Systems and Technology (IST)

- Organization Charts: Organizational Charts for all departments have been created and drafts sent. Have most of the charts created but still working through department edits.
- Zoom Hybrid: Moved to maintenance portion of the project. Rooms have been fully operational on weekly checks. Added a Budget Initiative to include 3<sup>rd</sup> party support for Council Chambers, CR3, and CR5 audio/video hardware and software.
- Website Update: Continuing to review, modify, update, and add content to our existing web site. IST held a meeting of the Website Taskforce on 2/15 with CivicPlus in attendance. Reviewed update process and considerations for the updated design. Reviewed CivicClerk product that would manage committee meetings, agendas, and minutes. Received quotes on CivicClerk for future discussion. Reached out to Goman and York about the creation of an Economic Development sub-page through Town Website redesign. Will be working on responsibilities of task force members in their subject matter expertise.
- Town Hall Distribution Switch: New Aruba modular switch has been setup in IST test lab. All modules have been installed and test configuration working. Working on install plan and date and removal of existing end of life (EOL) switch. This operation will require downtime. Once replaced, the new switch will add 10Gig capacity to move the Simplicity and Cohesity server projects along.

- Body Worn Camera (BWC) Replacement Server: Worked with Police Department (PD), Watchguard/Motorola, and Purchasing to configure and procure replacement BWC and In-Car server for PD use. Current server is EOL and is short on storage capacity. This server replacement is in conjunction with the PD BWC project but capacity was procured for future in-car system replacement. The server is on order with Watchguard. This was a capital improvement program (CIP) initiative.
- Uninterruptible Power Supplies (UPS) at PD and Town Hall (TH): Worked with purchasing and execute purchase order for the installation of new American Power Conversion (APC) UPS at PD and removal of old APC Matrix UPS. As part of this project, batteries will be replaced in 2 Tripp Lite UPS at PD and TH as well.

## Police

- The Police Department (PD) remains on budget; however, Professional Standards continuing above expenditures due to staffing shortages at the dispatcher position.
- Current staffing has 4 open positions for police officer, one full-time dispatcher and 1 part-time dispatcher.
- The Police Department also has 2 officers on long-term light duty, 1 officer out on workers' compensation and 1 officer on administrative leave pending a hearing.
- The Clinician position will be changing temporarily due to personal circumstances and family medical leave act (FMLA).
- The Police Department will be testing for 2 open supervisor's positions. The written test is this Monday.
- An open position for detective will also be scheduled for testing in March.
- Patrol Officers continue their emphasis on traffic enforcement and local streets designated as no semi-trailer traffic.
- The PD is focusing extra attention at Copaco Plaza, Lowes and Home Depot to impact larcenies.
- Auto theft continues to be an issue as the cold weather continues and people leave their car running in the driveway and at local convenience stores and gas stations.

## Planning/Development/Engineering Services

- Jennifer Valentino Rodriguez will officially start as the new Director on Thursday, February 24<sup>th</sup>. I will stay on full-time until Friday the 25<sup>th</sup> after which I will be available, as needed, to tie up loose ends and help Jennifer transition. I will be temporarily located in the room that is directly across from the Development Services Office. Call Deshant at extension 3515 if you need to get a hold of me.
- Meetings with cH4Biogas out of Greenwich Ct regarding the possibility of constructing an anaerobic digester facility in Bloomfield to recycle organic wastes. Products could include gas and animal bedding.
- 150 Unit Phase II of the Town Center Apartment projects has passed wetlands and has applied for final Site Plan approval from the Town Plan and Zoning Commission. The project is also going through concurrent review by the Design Review Board. The Commission is expected to act on this at their March 24 meeting.
- We are partnering with Goman+York to roll out an enhanced economic marketing program for the Town. This will highlight the new Tax Increment Financing (TIF) districts that were recently adopted for the Town Center, Granby/Tobey Road, and lower Blue Hills Avenue areas.

- Met with Connecticut Children’s Museum representatives regarding available land for possible relocation to Bloomfield.
- There is an appeal of a Cease-and-Desist Order issued against the automotive establishment at 56 Tunxis by Zoning Enforcement. This will be heard at the March 7 Zoning Board of Appeals meeting.
- Our interim Zoning Enforcement Officer (ZEO) team of Mike D’Amato and Robin Newton has ended their transition work as of this week. Our new ZEO, Lynda Laureano, will be handling all the duties by herself going forward.

February Town Plan and Zoning Commission Items:

- Special permit application of Monique Oates; Plush Events, LLC to establish and operate an event venue with alcohol service at 836 Park Avenue Suite 33 in Wintonbury Mall, in a Binary Code Decimal (BCD) zone, West Coast Investments, Inc., owner.
- Petition by Andy Morrison for a change of zone boundary from R-15 to I-2 zone for .486 acres portion of property located at 1236 Blue Hills Avenue, Marie Dunn, owner. (Will be tabled to March to clear up access issues.)
- Application by Andy Morrison for 2 lot resubdivision of 4.7 acres and 15.389 acres; property located at 1236 Blue Hills Avenue, R-15 & I-2 zone. (Will be tabled to March to clear up access issues.)
- Special Permit application of Andy Morrison to allow a proposed building with outside storage of material and equipment associated with a contractor’s yard at 1242 Blue Hills Avenue, R-15 & I-2 zone. (Will be tabled to March to clear up access issues.)
- Special permit and site plan application to establish and construct 422 self-storage units in 8 buildings at 31 Tobey Road, I-1 zone, 31 Tobey Rd LTD applicant and owner.
- Special permit application of Sivakumar Palaniyandy and Anand Palani to transfer an existing Package Store Liquor License (Gillette Ridge Wines & Spirits) to a new space located in Geisler’s Plaza, 30-40 Tunxis Ave. in a BCD zone, Bloomfield Equities LLC., owner.
- Special permit application of Paul Caseta to establish and operate a barber shop at 12B Mountain Avenue in a BCD zone, (Isaacs Plaza).
- Petition by ARTfx Signs on behalf of the Blue Hills Fire Department for a Zoning Regulation Text Amendment to allow Electronic Message Center signs associated with a firehouse subject to specific criteria.
- Application by Maurice Pipkin for a Revised Special Permit to reduce the size of a lot and lower the approved capacity for a previously approved House of Worship at 9 Maplewood Ave. in a Blue Hills Gateway District.

**Social and Youth Services**

**MY HOME CT-FORECLOSURE PREVENTION/HOME RETENTION PROGRAM**

Under the American Rescue Plan Act of 2021, Connecticut has been awarded approximately \$123 million to establish MyHomeCT, a program funded by the Homeowner Assistance Fund. The goal of My Home CT is to prevent mortgage delinquencies, defaults, and foreclosures among eligible homeowners as a result of the COVID-19 pandemic. The program also includes assistance for qualified non-mortgage expenses, including but not limited to non-escrowed real estate taxes and insurance as well as condominium or homeowners' association fees.

For more information on when the MyHomeCT program will begin accepting applications, visit the Connecticut Housing Finance Authority (CHFA) <https://www.chfa.org/myhomect/>



- Social & Youth Services partnered with Eversource on 2/24/22 for a webinar that discussed all of the Energy Assistance Programs that help lower heating and utility bills and to stay warm during the winter months. This event is available for viewing on the Town of Bloomfield's YouTube page <https://www.youtube.com/c/AccessBloomfieldCT>
- Summer Youth Employment – Now Accepting Applications! If you are a Bloomfield resident and between the ages of 14-17, submit your application online at <https://capitalworkforce.org/syelp/> The deadline to submit your application is April 30, 2022. Contact Angelica Thompson, Youth Services Coordinator for additional information at 860-242-1895.
- Social & Youth Services Presents: Current Trends In Youth Substance Abuse Workshop – A Partnership With The Governor's Prevention Partnership  
Date- March 10, 2022  
Time: 6:00 p.m. - 7:30 p.m.  
Location – Zoom  
Stay Tuned for more information

## Human Resources

### Recruitment

- Posted Entry Level Police Officer-Deadline to apply 3/18/22.
- Repost Pool Director & Pool Maintainer positions-Deadline to apply 3/10/22.
- Posted Leisure Services –Summer Positions-Aquatics & Camp –Deadline to apply 3/11/22.
- Scheduled Oral Board Interviews for Administrative Clerk (Assessor's Office) 2/24/22.
- Sergeant Written Test is scheduled for Monday, 2/28/22 and the oral Board Interviews is on March 14<sup>th</sup>.
- Librarian I-PT Oral Board Interviews-Date to be Determined.
- Contingent offers made to:
  - Director of Planning (start date 2/24/22)
  - Police Officer
  - Police Dispatcher
  - Youth & Family Worker (start date 2/18/22)
- Wellness Walking Challenge Lunch & Awards- March 3<sup>rd</sup>.

Very truly yours,

*Stanley D Hawthorne*

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