Revised

Minutes not yet approved.
Approval and any edits to be made in succeeding minutes.

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BLOOMFIELD TOWN COUNCIL

COMMITTEE ON COMMITTEES SUBCOMMITTEE

There was a special meeting of the above referenced subcommittee on Wednesday, June 17, 2026 at 6:00 p.m. in a hybrid meeting style. The in-person meeting location was Bloomfield Town Hall – Council Chambers, 800 Bloomfield Avenue, Bloomfield, CT, and the virtual location was via Zoom.

Councilors present were: *In-Person*—Councilor Darrell Goodwin, Chair; Councilor Suzette DeBeatham-Brown; and *via Zoom*—Councilor Elizabeth Waterhouse

Councilors absent were: None

Also present were:

- Town Council: *In-Person*—Mayor Anthony Harrington
- Town Staff: *In-Person*—Andrea DiStephan, Town Clerk; Warren Plumber, Director of Information Technology; India Rodgers, Director of Operations & Communications; Lynn Weisel, Recording Secretary; and *via Zoom*—Alvin Schwapp, Town Manager

The meeting was called to order at 6:00 p.m.

Approval of Meeting Agenda

The agenda was approved as written by all members.

Review of Committee Charge and Responsibilities

The Committee reviewed its charge. The importance of promoting citizen engagement in a fair and equitable way was highlighted. There was a brief discussion around the Democratic Town Committee (DTC) and Republican Town Committee (RTC). It was noted that they did not want to exclude the DTC or RTC from the process, and also wanted let all residents know that they are welcome to participate.

It was highlighted that the recruitment and application process that would have previously fallen to the Governance Subcommittee, was now the responsibility of Committee on Committees.

Review of Board and Commission Governance and Appointment Management SOP

Councilor Goodwin thanked Ms. Rodgers for her work on the SOP, and highlighted that feedback from residents had been incorporated into the document.

Suggested SOP edits from the Committee included: making sure that Committee on Committees sees all applications received; updating all references to the Governance Subcommittee to Committee on Committees; notifying the DTC and RTC of upcoming openings and reappointments; adding a purpose and authority section; adding an annual Board and Commission review with applicable recommendations to Town Council; adding a periodic onboarding and training review; making sure recruitment efforts encourage participation from diverse backgrounds and perspectives; and adding Board and Commission accountability with an annual report from each Board and Commission.

It was determined that the SOP addendum would be put on hold until there was further Committee discussion.

There was a robust discussion on whether to include background checks in the SOP.

It was agreed that the Committee would table discussion on background checks and the addendum, remove them from the SOP for now, and would revisit at a future time. It was recommended that the SOP be reviewed annually.

Discussion of Roles and Responsibilities

There was a brief discussion on internal workflow. It was recommended that this discussion happen after the backlog of appointments occurs. Ms. Rodgers noted that a draft workflow had been created and would be sent to the Committee for review.

It was determined that the Committee would use the current workflow for six-months and then revisit.

Establishment of Committee Meeting Schedule

It was recommended to hold special meetings on July 9 and July 16 at 6:30 p.m., with the regular meeting schedule on the second Thursday of each month at 6:30 p.m. All were in favor of moving forward with this plan.

Committee Member Comments

Councilor Waterhouse noted that she was glad the process was starting.

Councilor DeBeatham-Brown stated she was glad to have a process for residents to be able to participate, highlighting that the more people that participate the better the community will be. She asked for grace in completing the process, noting that the Committee would try to work as efficiently and quickly as possible. She encouraged people who want to get involved to submit interest forms if they have not already.

Councilor Goodwin thanked Councilors Waterhouse and DeBeatham-Brown for agreeing to be on the Committee and acknowledged the commitment the three of them made to ensuring residents are connected and involved. He also thanked Ms. Rodgers for the creation of the SOP, and thanked the community for their comments and feedback.

Adjournment

It was moved by Councilor DeBeatham-Brown, seconded by Councilor Waterhouse, and voted unanimously to adjourn the meeting at 6:51 p.m.

Minutes submitted by Lynn Weisel, Recording Secretary.

The meeting can be viewed in its entirety at https://www.youtube.com/live/GIZY_BWdfC0