BLOOMFIELD
TOWN COUNCIL

Committee on Committees
Subcommittee
SPECIAL MEETING AGENDA

Committee Members:
Darrell Goodwin, Chair
Suzette DeBeatham-Brown
Elizabeth Waterhouse

Thursday, November 12, 2026 • 7:00 pm
Town Hall – Council Chambers • 800 Bloomfield Ave., Bloomfield, CT 06002

PLEASE NOTE: This meeting of the Town of Bloomfield is a hybrid meeting. This means that you can attend in-person, participate via Zoom (registration link below), or can view the meeting via YouTube (link below).

Zoom Registration: https://bloomfieldct.zoom.us/webinar/register/WN_Whb6zZtfRaaxFtnVfTYVPA
YouTube: https://www.youtube.com/live/77e--iLFNdQ

AGENDA

I. **Call to Order**

II. **Roll Call**

III. **Board Commission Interviews – New Applicants & Reappointments**

- a. Committee on Aging
- b. Golf Advisory Committee
- c. Inland Wetlands & Watercourses Commission
- d. Economic Development Commission / Development Authority

IV. **Consider and Possible Action on Boards and Commission Standard Operating Procedures**

V. **Consider and Possible Action on Sunsetting the Filley Park Committee**

VI. **Review of Current Vacancies**

VII. **Public Comment**

VIII. **Approval of Minutes – 10/8/26 Meeting**

IX. **Approval of 2027 Meeting Schedule**

X. **Adjournment**

MEMO

To: Town Council Committee on Committees Subcommittee

From: Lynn Weisel, Recording Secretary

Date: November 9, 2026

Subject: Interest Forms and Reappointment Requests for:

1. Commission on Aging
2. Golf Advisory Committee
3. Inland Wetlands & Watercourses Commission
4. Economic Development Commission/Development Authority

Below is an outline of the applicants seeking re/appointment that are being interviewed on 11/12/26. Interest forms for all applicants are attached in the order listed below. All political parties have been confirmed with the Town Clerk's Office.

1) Commission on Aging

Commission on Aging membership expired in November 2025, and the full thirteen-member Commission needs to be appointed.

Current Members Seeking Reappointment:

- Robert Berman (Republican)
- Kay Sherman (Democrat)
- Shirley Thompson (Democrat)
- Peter Wilcox (Republican)

2) Golf Advisory Committee

There are two vacancies on the Golf Advisory Committee, open to members of any political party, for terms ending 6/30/27 and 6/30/28.

New Member Seeking Appointment:

- Thomas Scalise (Democrat)

3) Inland Wetlands & Watercourses Commission

Inland Wetlands & Watercourses Commission membership will expire 11/30/26, with the seven members appointed by Town Council needing appointment.

Current Members Seeking Reappointment:

- Glen Breland (Democrat)
- Alan Budkofsky (Republican)
- Paul Shipman (Democrat)

4) Economic Development Commission/Development Authority

There is one vacancy on the Economic Development Commission/Development Authority, open to a member of any political party, for a term ending 1/31/31.

New Member Seeking Appointment:

- Farnaz (Naz) Fayaz-Shoucair (Democrat)
- Jose Montilla (Unaffiliated)
- Kevin Santos (Unaffiliated)

RECEIVED
OCT 09 2025
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

TOWN OF BLOOMFIELD

Boards & Commissions Reappointment Request

Current Town of Bloomfield Board/Commission Member,

Thank you for serving as a volunteer on a Town of Bloomfield Board or Commission.

Once your current term has expired, your seat will be considered open and residents of the town will be able to apply for the position. If you are interested in being reappointed and would like to continue to serve in your current capacity, please fill out the below reappointment request. (If you'd prefer to fill this out online, please visit bloomfieldct.gov/boards-commissions-reappointment-request).

If you are no longer interested in serving after your term expires, please notify the Town Clerk's office at (860)769-3507.

Please note--this form is for reappointments to a Board or Commission. If you are applying for the first time to a Board or Commission, please use the Boards & Commissions Interest Form.

A full summary of all the Boards & Commissions is available at bloomfieldct.gov/boards-commissions.

First & Last Name: Robert Berman

Address:

Email Address: **Phone:**

Political Affiliation (circle one): Democrat ~~Republican~~ Republican Unaffiliated Other

Which Board or Commission are you reapplying for?

Commission on Aging

How long have you been serving on this Board or Commission?

17 years

Continued →

Please tell us how you have been a contributing member to this Board and Commission.

helping to arrange speakers; representing Commission at Senior Forum

Why would you like to continue serving on this Board or Commission?

I feel I can continue to contribute

In addition to your experience serving on this Board or Commission, do you have any other expertise or experience we should be aware of that is an asset to this position?

Is there anything the town or Town Council can do to help this Board or Commission perform more effectively?

Is there anything else that you would like to share with us?

Upon completion, please return this form to the Town Clerk's office (Bloomfield Town Hall, 800 Bloomfield Ave.; Open M-F, 9AM - 5PM). Forms submitted online are automatically delivered to the Town Clerk's office.

RECEIVED
OCT 29 2025
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

TOWN OF BLOOMFIELD

Boards & Commissions Reappointment Request

Current Town of Bloomfield Board/Commission Member,

Thank you for serving as a volunteer on a Town of Bloomfield Board or Commission.

Once your current term has expired, your seat will be considered open and residents of the town will be able to apply for the position. If you are interested in being reappointed and would like to continue to serve in your current capacity, please fill out the below reappointment request. (If you'd prefer to fill this out online, please visit bloomfieldct.gov/boards-commissions-reappointment-request).

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First & Last Name: Leah D. Shannon

Address: Bloomfield CT 06002

Political Affiliation (circle one): (Democrat) Republican Unaffiliated Other

Which Board or Commission are you reapplying for?

Commission on Aging

How long have you been serving on this Board or Commission?

1 1/2 years

Continued →

Please tell us how you have been a contributing member to this Board and Commission.

I have asked various questions & issues that are of concern to the male mature population in town. Also offered solutions

Why would you like to continue serving on this Board or Commission?

I would like to continue to be a voice for those that don't want to speak / afraid for themselves sometimes explaining why something's cannot be done.

In addition to your experience serving on this Board or Commission, do you have any other expertise or experience we should be aware of that is an asset to this position?

I served on the advisory board of the United Way (8 years) before retiring. I also served on the executive team of the United Way

Is there anything the town or Town Council can do to help this Board or Commission perform more effectively?

Town Council member / members join a meeting from time to time. That way the members would become more aware of concerns.

Is there anything else that you would like to share with us?

It has been one of the most positive things I have done is to serve my Community.

Upon completion, please return this form to the Town Clerk's office (Bloomfield Town Hall, 800 Bloomfield Ave.; Open M-F, 9AM - 5PM). Forms submitted online are automatically delivered to the Town Clerk's office.

RECEIVED
OCT 27 2025
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

TOWN OF BLOOMFIELD

Boards & Commissions Reappointment Request

Current Town of Bloomfield Board/Commission Member,

Thank you for serving as a volunteer on a Town of Bloomfield Board or Commission.

Once your current term has expired, your seat will be considered open and residents of the town will be able to apply for the position. If you are interested in being reappointed and would like to continue to serve in your current capacity, please fill out the below reappointment request. (If you'd prefer to fill this out online, please visit bloomfieldct.gov/boards-commissions-reappointment-request).

If you are no longer interested in serving after your term expires, please notify the Town Clerk's office at (860)769-3507.

Please note--this form is for reappointments to a Board or Commission. If you are applying for the first time to a Board or Commission, please use the Boards & Commissions Interest Form.

A full summary of all the Boards & Commissions is available at bloomfieldct.gov/boards-commissions.

First & Last Name: Shirley W. Thompson

Phone:

Political Affiliation (circle one): (Democrat) Republican Unaffiliated Other

Which Board or Commission are you reapplying for?

Commission on the Aging

How long have you been serving on this Board or Commission? 15 years

Continued →

Please tell us how you have been a contributing member to this Board and Commission.

Working with the Director

Why would you like to continue serving on this Board or Commission?

Yes - I enjoy keeping up with what is offered to the Seniors in Connecticut by the state, attending programs or projects held at the Senior Center and listening to speakers who come to speak at the Center.

In addition to your experience serving on this Board or Commission, do you have any other expertise or experience we should be aware of that is an asset to this position?

Retired teacher, Served on the Bloomfield Board of Education for 18 years, Library Board - 3 yrs., & Scholarship Comm. at Seabury

Is there anything the town or Town Council can do to help this Board or Commission perform more effectively?

Make suggestions to have Council members work closer, as well as show united at meetings.

Is there anything else that you would like to share with us?

Not at this time.

Upon completion, please return this form to the Town Clerk's office (Bloomfield Town Hall, 800 Bloomfield Ave.; Open M-F, 9AM - 5PM). Forms submitted online are automatically delivered to the Town Clerk's office.

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OCT 15 2025
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

TOWN OF BLOOMFIELD

Boards & Commissions Reappointment Request

Current Town of Bloomfield Board/Commission Member,

Thank you for serving as a volunteer on a Town of Bloomfield Board or Commission.

Once your current term has expired, your seat will be considered open and residents of the town will be able to apply for the position. If you are interested in being reappointed and would like to continue to serve in your current capacity, please fill out the below reappointment request. (If you'd prefer to fill this out online, please visit bloomfieldct.gov/boards-commissions-reappointment-request).

If you are no longer interested in serving after your term expires, please notify the Town Clerk's office at (860)769-3507.

Please note--this form is for reappointments to a Board or Commission. If you are applying for the first time to a Board or Commission, please use the Boards & Commissions Interest Form.

A full summary of all the Boards & Commissions is available at bloomfieldct.gov/boards-commissions.

First & Last Name: PETER WILCOX

Political Affiliation (circle one): Democrat (Republican) Unaffiliated Other

Which Board or Commission are you reapplying for?

COMMISSION ON AGING

How long have you been serving on this Board or Commission?

SINCE 2018

Continued →

Please tell us how you have been a contributing member to this Board and Commission.

HAVE ATTENED MOST MEETING OVER THE YEARS
I AM 85 YEARS OLD & FAMILIAR WITH ISSUES CONCERNING
THE ELDERLY. A RESIDENT OF BLMFD SINCE 1969.

Why would you like to continue serving on this Board or Commission?

MY WAY OF CONTRIBUTING TO THE COMMUNITY

In addition to your experience serving on this Board or Commission, do you have any other expertise or experience we should be aware of that is an asset to this position?

Is there anything the town or Town Council can do to help this Board or Commission perform more effectively?

Is there anything else that you would like to share with us?

Upon completion, please return this form to the Town Clerk's office (Bloomfield Town Hall, 800 Bloomfield Ave.; Open M-F, 9AM - 5PM). Forms submitted online are automatically delivered to the Town Clerk's office.

Thomas Scalise

Town of Bloomfield | Generated 10/19/2026 @ 4:17 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Thomas Scalise
Application Date	10/16/2026
Expiration Date	10/16/2125
Status	Received

Board	Vacancies	Status
Golf Advisory Committee	2	Pending

Basic Information

Name
Thomas Scalise

RECEIVED
OCT 19 2026
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

What is your gender?
Male

What is your ethnic origin?
White

What are your political party affiliations?
Democrat

Each Board and Commission has its own meeting schedule and time commitments. Are you able to commit at least 2 hours per month to attend regular meetings? Do you have any current conflicts that would prevent you from attending monthly meetings, approximately one evening per month?
No

Many Boards and Commissions do not require any specific experience and are primarily looking for dedicated volunteers. If you have any experience, education, interest or other background information that may be relevant to the particular Board/Commission you are interested in please share it here.
Love golf and the town

Please share why you are interested in serving on this Board or Commission. If you are currently serving on this Board or Commission, please share why you are interested in continuing.
Want to give back to the town.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you?
No

Generated 10/19/2026, 4:16:34 PM

Samantha Strader

From: noreply@civicplus.com
Sent: Friday, September 25, 2026 5:55 AM
To: Lynn Weisel; Town Clerk; India M. Rodgers
Subject: Online Form Submittal: Boards & Commissions Reappointment Request

CAUTION EXTERNAL: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Boards & Commissions Reappointment Request

RECEIVED
SEP 25 2026
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

Town of Bloomfield Board/Commission Member,

Thank you for serving as a volunteer on a Town of Bloomfield Board or Commission. Once your current term has expired, your seat will be considered open and residents of the town will be able to apply for the position. If you are interested in being reappointed and would like to continue to serve in your current capacity, please fill out the following reappointment request.

If you are no longer interested in serving after your term expires please notify the Town Clerk's office at 860-769-3507.

You may also print out the reappointment request (PDF) and mail or drop it off at the Town Clerk's office at Town Hall (800 Bloomfield Avenue). All online forms are automatically routed to the Town Clerk's office for processing.

Please note - this form is for reappointments to a Board or Commission. You can also apply for the first time to a Board or Commission.

See a summary of the Boards and Commissions in Bloomfield.

First Name	Glen
Last Name	Breland
Email Address	
Address	
City	Bloomfield

State	CT
Zip Code	06002
Phone Number	
Political Affiliation	Democrat
Which Board or Commission are you reapplying for?	Inland wetlands and watercourses
How long have you been serving on this Board or Commission?	Two years
Please tell us how you have been a contributing member to this Board or Commission:	Reviewing monthly meeting materials, site visits, monthly meetings, reading regulations, asking questions of applicants
Why would you like to continue serving on this Board or Commission?	I find the work interesting, I think it's important to protect our wetlands
In addition to your experience serving on this Board or Commission, do you have any other expertise or experience we should be aware of that is an asset to this position?	I have worked in the environmental industry for nearly 40 years, served on CT DEEP workgroups for 10 years
Is there anything the town or Town Council can do to help this Board or Commission perform more effectively?	Act quickly to approve applications to serve on this commission to keep a full complement of commissioners.
Is there anything else that you would like to share with us?	No

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Mr Alan Budkofsky

Town of Bloomfield CT | Generated 10/20/2026 @ 3:16 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Mr Alan Budkofsky
Application Date	10/19/2026
Expiration Date	10/19/2125
Status	Received

Board	Vacancies	Status
Inland Wetlands & Water Courses Commission	0	Pending

Basic Information

Name
Mr Alan Budkofsky

What is your gender?
Male

What is your ethnic origin?
White

What are your political party affiliations?
Republican

Each Board and Commission has its own meeting schedule and time commitments. Are you able to commit at least 2 hours per month to attend regular meetings? Do you have any current conflicts that would prevent you from attending monthly meetings, approximately one evening per month?
Yes

Many Boards and Commissions do not require any specific experience and are primarily looking for dedicated volunteers. If you have any experience, education, interest or other background information that may be relevant to the particular Board/Commission you are interested in please share it here.
25 Years on Wetlands Commission 38 years as a real estate appraiser

Please share why you are interested in serving on this Board or Commission. If you are currently serving on this Board or Commission, please share why you are interested in continuing.
I believe people should give back to the community

Have you contacted any current members or attended any meetings on the Board/Commission that interests you?
Yes

If you are reapplying to this Board or Commission, please tell us how you have been a contributing member.
I have been Board member for 25 years, currently Chairman

Is there anything else that you would like to share with us?
I am a minority appointment

Generated 10/20/2026 @ 3:16 pm

This page generated by OnBoardGOV is tagged PDF/UA-1 and is evaluated to be accessible and compliant with WCAG 2.1 AA.
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Paul Shipman

Town of Bloomfield | Generated 10/19/2026 @ 4:17 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Paul Shipman
Application Date	10/17/2026
Expiration Date	10/17/2125
Status	Received

Board	Vacancies	Status
Inland Wetlands & Water Courses Commission	0	Pending

Basic Information

Name
Paul Shipman

RECEIVED
OCT 19 2026
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

What is your gender?
Male

What is your ethnic origin?
White

What are your political party affiliations?
Democrat

Each Board and Commission has its own meeting schedule and time commitments. Are you able to commit at least 2 hours per month to attend regular meetings? Do you have any current conflicts that would prevent you from attending monthly meetings, approximately one evening per month?
I have no significant conflicts. Past attendance has been nearly perfect.

Many Boards and Commissions do not require any specific experience and are primarily looking for dedicated volunteers. If you have any experience, education, interest or other background information that may be relevant to the particular Board/Commission you are interested in please share it here.
My experience is based on past service on IWWC.

Please share why you are interested in serving on this Board or Commission. If you are currently serving on this Board or Commission, please share why you are interested in continuing.
I have enjoyed being able to contribute to the preservation of wetlands in Bloomfield and to the sensible development of our land resources.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you?
I am a current member of IWWC

If you are reapplying to this Board or Commission, please tell us how you have been a contributing member.
I have been a member for several years, currently serving as Vice Chair.

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Mrs. Farnaz (Nazy) Lisa Fayaz-Shoucair

Town of Bloomfield CT | Generated 10/26/2026 @ 1:00 pm by OnBoardGOV - Powered by ClerkBase

Status

Name	Mrs. Farnaz (Nazy) Lisa Fayaz-Shoucair
Application Date	10/22/2026
Expiration Date	10/22/2125
Board Member	**Farnaz (Nazy) Fayaz-Shoucair**
Status	Validated BY: TOWNCLERK @10/22/2026 2:09 PM ET

Board	Vacancies	Status
Economic Development Commission & Development Agency	1	Pending

Basic Information

Name
Mrs. Farnaz (Nazy) Lisa Fayaz-Shoucair

What is your gender?
Female

What is your ethnic origin?
Middle Eastern or North African

What are your political party affiliations?
Democrat

Each Board and Commission has its own meeting schedule and time commitments. Are you able to commit at least 2 hours per month to attend regular meetings? Do you have any current conflicts that would prevent you from attending monthly meetings, approximately one evening per month?
Yes I can attend.

Many Boards and Commissions do not require any specific experience and are primarily looking for dedicated volunteers. If you have any experience, education, interest or other background information that may be relevant to the particular Board/Commission you are interested in please share it here.
I bring over 15 years of professional experience in executive administration, operations, and project coordination, supporting leadership teams, coordinating initiatives, and working with a variety of stakeholders. My background also includes exposure to construction-related project operations, and I have completed OSHA 10 training. As a Bloomfield resident, entrepreneur, and small business owner, I have a strong interest in economic development, real estate, and community revitalization. I am particularly interested in how thoughtful redevelopment, local business growth, and strategic investment can strengthen our town. While I am continuing to expand my knowledge of real estate development, I would welcome the opportunity to contribute my professional experience, bring a fresh perspective, and learn from others working toward Bloomfield's long-term growth and success.

Please share why you are interested in serving on this Board or Commission. If you are currently serving on this Board or Commission, please share why you are interested in continuing.
As a Bloomfield resident, I have a genuine interest in the town's continued growth and long-term success. I believe Bloomfield has tremendous potential, particularly in revitalizing underutilized properties, supporting local businesses, attracting new investment, and creating vibrant spaces that benefit the community. I am especially passionate about thoughtful real estate development and the role it can play in strengthening neighborhoods, expanding opportunities, and improving quality of life for residents. I would love the opportunity to become more actively involved in shaping Bloomfield's future, contribute fresh ideas and perspectives, and collaborate with others who share a commitment to the town's economic vitality. Serving on the Economic Development Commission would be a meaningful way for me to give back to the community while contributing my professional experience and continuing to grow my understanding of local economic development.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you?
I have not yet contacted any current members or attended a meeting, but I have been researching the commission's work and look forward to attending an upcoming meeting to learn more and become involved.

If you are reapplying to this Board or Commission, please tell us how you have been a contributing member.
N/A First-time applicant

Is there anything else that you would like to share with us?

Thank you for considering my application. I would welcome the opportunity to contribute to Bloomfield's continued growth and become more actively involved in the community.

Generated 10/26/2026, 1:00:26 PM

Samantha Strader

From: noreply@civicplus.com
Sent: Thursday, October 15, 2026 1:46 AM
To: Lynn Weisel; Town Clerk; India M. Rodgers
Subject: Online Form Submittal: Boards & Commissions Interest Form

RECEIVED
OCT 15 2026
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

CAUTION EXTERNAL: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Boards & Commissions Interest Form

Thank you for your interest in serving as a volunteer on a Town of Bloomfield Board or Commission.

See a summary of the Boards and Commissions in Bloomfield.

Please note - this form is for **first-time applicants** to a Board or Commission. If you are applying for reappointment to a Board or Commission, please fill out the Reappointment Request Form.

You may also print out the application form (PDF) and mail or drop it off at the Town Clerk's office at Town Hall (800 Bloomfield Avenue). All online forms are automatically routed to the Town Clerk's office for processing. The Town Clerk then passes the forms on to the Town Council sub-committee, Committee on Committees, and they will be in touch with you regarding next steps.

First Name	Jose
Last Name	Montilla
Email Address	
Address	
City	Bloomfield
State	CT
Zip Code	06002
Phone Number	

Political Affiliation	Unaffiliated
Board or Commission for which you would like to be considered	Economic Development Commission/Development Agency
Each Board and Commission has its own meeting schedule and time commitments. Are you able to commit at least 2 hours per month to attend regular meetings? Do you have any current conflicts that would prevent you from attending monthly meetings, approximately one evening per month?	I am interested in committing at least two hours per month to regular meetings and related responsibilities. I am currently balancing graduate coursework, and a municipal internship.
Many Boards and Commissions do not require any specific experience and are primarily looking for dedicated volunteers. If you have any experience, education, interest or other background information that may be relevant to the particular Board/Commission you are interested in please share it here:	I am pursuing a Master of Public Administration at the University of Connecticut and hold a bachelor's degree in Social Work. I currently intern with the Town of Simsbury in Human Resources and the Town Manager's Office, supporting municipal administration, employee training, and classification and compensation research. My graduate coursework includes economic analysis, urban planning, and public procurement and contracting. Through my education and internship, I am developing research, communication, and analytical skills, along with an understanding of how local governments turn policy priorities into services. My social work background also informs my interest in how economic development can benefit residents with different needs and circumstances.
Please share why you are interested in serving on this Board or Commission:	As a Bloomfield resident, I want to take a more active role in my community and contribute to decisions about its future. I am interested in how the town can support local businesses, encourage thoughtful investment, and create welcoming places where residents can gather. Serving on the Economic Development Commission would allow me to contribute my research skills, municipal experience, and perspective as a resident and graduate student. I would approach the role by listening, preparing for

	meetings, and working collaboratively with other members to support opportunities that benefit Bloomfield's businesses and residents.
Have you contacted any current members or attended any meetings on the Board/Commission that interests you?	I have not yet contacted current members or attended a commission meeting. I have reviewed the town's information about the commission and would welcome the opportunity to attend a meeting and learn more about its current priorities.
Please list any other Boards/Commissions you would like to learn more about during your interview.	I would also like to learn more about the Town Center Economic Development Commission and the Fair Rent Commission. Both connect with my interests in community development, housing, and residents' quality of life. I am open to learning about and getting involved in other commissions as well.
Is there anything else that you would like to share with us?	I am early in my public service career and would bring curiosity, preparation, and a willingness to learn. My internship has reinforced my interest in local government, and I would value the opportunity to contribute to the community where I live.

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Kevin Santos

Town of Bloomfield | Generated 10/15/2026 @ 9:05 am by OnBoardGOV - Powered by ClerkBase

Status

Name	Kevin Santos
Application Date	10/14/2026
Expiration Date	10/14/2125
Status	Received

Board	Vacancies	Status
Economic Development Commission & Development Agency	1	Pending

Basic Information

Name
Kevin Santos



What is your gender?
Male

What is your ethnic origin?
White

What are your political party affiliations?
Unaffiliated

Each Board and Commission has its own meeting schedule and time commitments. Are you able to commit at least 2 hours per month to attend regular meetings? Do you have any current conflicts that would prevent you from attending monthly meetings, approximately one evening per month?
No, I do not have any conflicts preventing me from attending the monthly meetings.

Many Boards and Commissions do not require any specific experience and are primarily looking for dedicated volunteers. If you have any experience, education, interest or other background information that may be relevant to the particular Board/Commission you are interested in please share it here.
I am the Owner/Operator of VIP Car Wash of Bloomfield and have been in this role for 10 years.

Please share why you are interested in serving on this Board or Commission. If you are currently serving on this Board or Commission, please share why you are interested in continuing.
I am interested in giving back to the community that has supported me all these years. I feel as though I would be able to provide valuable insight to the Commission as a small business operator.

Have you contacted any current members or attended any meetings on the Board/Commission that interests you?
I have not attended any meetings but I have watched numerous recordings of previous meetings to get an understanding of the meetings and how they are conducted.

Generated 10/15/2026, 9:05:00 AM

Standard Operating Procedure (SOP): Board and Commission Governance and Appointment Management

This SOP standardizes the procedures for managing interest forms, candidate vetting, and facilitating appointments across all 50 Boards and Commissions in the Town of Bloomfield. This process is managed by the Committee on Committees Subcommittee (COC), with administrative support provided by the Operations & Communications Division (O.C.).

Purpose & Authority: Committee on Committees is a standing subcommittee of the Town Council charged with reviewing vacancies, conducting candidate evaluations, recommending appointments and reappointments to Town Boards and Commissions, and overseeing policies and practices that promote effective Board and Commission governance. The Committee shall serve in an advisory capacity to the Town Council and shall make recommendations regarding appointments, recruitment, onboarding, training, reporting requirements, and governance improvements affecting Town Boards and Commissions.

1. Submission Process and Intake (The "Initial Pool")

The Committee on Committees Subcommittee relies on The O.C. Division to maintain a clear and consistent method for gathering candidate's interest and managing initial intake.

1.1. Ensure Accessibility:

The O.C. Division must ensure the Official Boards and Commissions Interest Form is accessible 24/7 on the Town website.

The O.C. Division will also ensure hard copies are always available in both the Town Clerk's Office and the Town Manager's Office.

1.2. Manage Submissions:

Communicate that online submission is preferred.

If a hard copy is submitted, the receiver will immediately digitize the form and forward it electronically to the designated COC contact (The O.C. Division).

1.3. Track and Log Forms:

The Town Clerk's Office conducts a review for political party and residency and notes any changes in the Board & Commission Software (Onboard, etc.).

The COC contact (The O.C. Division) will manually enter any hard copy submissions into the Board & Commission Software.

1.4. Acknowledge Receipt:

The Board & Commission Software will send a standardized acknowledgment to the candidate as soon as their application is received, confirming receipt and review against vacancies.

Any hard copy submissions will be confirmed by the COC contact (The O.C. Division) via email.

2. Candidate Communication and Active Pool Maintenance

The COC contact (The O.C. Division) maintains active and positive communication.

2.1. Standardized Initial Notification:

The initial acknowledgment (1.4) must inform the candidate that the COC contact (The O.C. Division) will contact them directly if they are selected for an interview.

2.2. Conduct Quarterly Check-ins:

The COC contact (The O.C. Division) will email candidates who have been in the "Active Pool" for more than six (6) months to:

- Confirm their continued interest.
- Verify contact information.
- Allow them to update their boards of interest or formally withdraw their application.

2.3. Adhere to Communication Protocol:

COC ensures that the COC contact (The O.C. Division) uses professional, standardized templates for all scheduling, deferrals, and non-appointment correspondence.

All external communication must clearly identify the sender (whether the COC contacts The O.C. Division or the Town Clerk's Office) as supporting the Town Council's appointment process.

3. Candidate Vetting and Interview Process (The "Vetting Stage")

Committee on Committees selects, vets, and recommends qualified candidates, utilizing the COC contact (The O.C. Division) for coordination and verification. COC will receive and have access to all submitted applications.

3.1. Selection for Interview

- Committee on Committees shall review current and anticipated vacancies on a regular basis and determine candidates to be interviewed and considered for recommendation to the Town Council.
- The Committee shall also periodically review Board and Commission membership, attendance, vacancies, and expiring terms to ensure continuity of service and effective governance.
- The COC contact (The O.C. Division) contacts all applicable candidates to schedule the interview with the COC Subcommittee.
- NOTE: When an elected position vacancy occurs, the COC contact (The O.C. Division) reaches out to the applicable Democratic or Republican Town Committee to ask for a candidate recommendation.

3.2. The Interview

COC ensures the interview panel consists of no fewer than three (3) voting members of the COC Subcommittee.

Interviews are conducted in public session at a publicly noticed COC meeting (unless law requires otherwise).

All interviews follow a standardized core question set, supplemented by specified questions that are applied only when relevant, as outlined below.

4. Recommendation and Appointment Facilitation

COC facilitates the final appointment decision and rely on The O.C. Division for official notification.

4.1. Formal COC Recommendation:

The COC Subcommittee votes in public session to formally recommend candidate(s) to the full Town Council.

COC prepares a recommendation package (Interest Form, Scoring Rubric when applicable, COC Recommendation Memorandum) and submit it to the Town Manager's Office/Clerk of Council for inclusion in the Council packet.

4.2. Background Checks and Certification [Tabled at 6/17/26 Special Meeting]

Upon favorable interview review by the COC, and before formal recommendation, the Town Clerk's Office is responsible for:

- Conducting or facilitating the necessary background checks as required and permitted by Town policy. (Residency and party affiliation are verified in 1.3).

4.3. Town Council Review:

COC presents the COC Subcommittee recommendation package to the Town Council for their review and final vote at a publicly noticed meeting.

4.4. Notify Candidates (Official Communication):

If Appointed: The Appointing authority sends the official letter of appointment detailing the term length, oath requirements, disclosure requirements (if applicable), and initial orientation information, along with a copy of the Boards & Commissions Handbook. The letter is cc'ed to the Town Clerk's Office, applicable Staff Liaison, and applicable Board/Commission Chair.

If Deferred/Not Appointed: The COC contact (The O.C. Division) sends a standardized communication informing the candidate that they will remain in the Active Pool for future consideration.

4.5. Annual Board & Commission Review:

Committee on Committees shall annually review the status of all Town Boards and Commissions, and may make recommendations to the Town Council regarding vacancies and recruitment needs, sunsetting committees that are no longer functional, attendance and participation trends, Board training and requirements, opportunities to improve representation and diversity, policy or ordinance revisions, and Board effectiveness and operational needs.

The Committee may request reports from Board and Commission Chairs, Staff Liaisons, or Town Administration as necessary to carry out this responsibility.

5. Governance and Record-Keeping

COC ensures the COC contact (The O.C. Division) maintains rigorous standards for official documentation and accountability.

5.1. Manage Centralized Records:

The COC contact (The O.C. Division) maintains and is the custodian of the Board & Commission Software (1.3) as the master record for all process artifacts.

The COC contact (The O.C. Division) conducts an annual review of this system to archive or purge outdated candidate files (e.g., candidates inactive for over two years).

5.2. Ensure New Member Orientation:

COC collaborates with the Town Manager's Office and the Town Clerk's Office to ensure all newly appointed members receive a mandatory, standardized Orientation Packet and necessary training on bylaws, Ethics Policy, and FOIA/Open Meeting Law. Completion is tracked in the Boards & Commissions Software.

The Committee on Committees shall periodically review onboarding and training completion rates, and may recommend additional training requirements or resources to the Town Council.

The Town Clerk's Office will update the Board & Commission Software when appointed candidates complete the Oath of Office and submit a disclosure form. The disclosure forms will be kept and maintained as outlined in Town and State Law by The O.C. Division.

5.3. Recruitment:

Recruitment efforts should seek to encourage participation from residents representing diverse backgrounds, experiences, neighborhoods, professions, age groups, and perspectives reflective of the Bloomfield community.

NOTE: When an elected position vacancy occurs, the COC contact (The O.C. Division) reaches out to the applicable Democratic or Republican Town Committee to ask for a candidate recommendation.

5.4. Board & Commission Accountability:

Each Board and Commission shall submit an annual report. The report shall include attendance, accomplishments, challenges, vacancies, training completed, and any recommendations. These reports shall be reviewed by COC and forwarded to the Town Council.

The Committee shall annually review this Board and Commission Governance and Appointment Management Standard Operating Procedure.

Addendum [Tabled at 6/17/26 Special Meeting]

Specialized, High-Skill, and Quasi-Judicial Appointments

This protocol applies to appointments for Boards, Commissions, and distinct roles identified by the Town Council as "Specialized" or "Quasi-Judicial." These bodies require specific technical expertise, high-level impartiality, or the adjudication of rights (e.g., Ethics Commission, Citation Hearing Officers, Planning & Zoning, etc.).

For candidates indicating interest in a Specialized or Quasi-Judicial body, the COC contact (The O.C. Division) will perform a preliminary eligibility review before placing the candidate into the Active Pool.

1. Confirm the candidate is a resident elector of Bloomfield (unless the specific charter/ordinance for that role allows non-residents, e.g., certain technical hearing officers).
2. Review specific ordinances or statutes relevant to the body to ensure the candidate does not hold a conflicting position. This includes:
    a. Verifying they are not currently an elected or appointed officeholder if prohibited by the specific body's establishing ordinance (e.g., Ethics Commission exclusions).
    b. Verifying they are not an officer of a political party, if applicable restrictions exist.
    c. Verifying they are not a current Town or Board of Education employee, where such restrictions apply.

If a disqualifying condition is found, the COC contact (The O.C. Division) will notify the candidate via a standardized template that they are ineligible for that specific appointment but may remain in the general Active Pool for other boards.

Supplemental Qualification Portfolio

To assist the COC Subcommittee in evaluating technical competence and impartiality, candidates for Specialized bodies must provide the following in addition to the standard Interest Form:

1. A document emphasizing experience relevant to the specific board's mandate. Examples include, but are not limited to:
    a. For Quasi-Judicial bodies: Law, ethics compliance, arbitration/mediation, investigations, or law enforcement.
    b. For Technical bodies: Engineering, architecture, urban planning, finance, or auditing.
2. A brief statement (approx. 500 words) describing how their professional background prepares them to serve as a neutral decision-maker and/or subject matter expert.

3. Disclosure of Activities: A disclosure of recent political activities, business interests, or lobbying efforts within the last 4 years that could be perceived as a conflict of interest regarding the specific board's jurisdiction.

The COC contact (The O.C. Division) logs these documents into the Board & Commission Software and flags the profile as “Supplemental Materials Complete”.

Compliance and Conflict Verification (Pre-Interview)

Before a candidate for a Specialized or Quasi-Judicial position is scheduled for an interview, the Town Clerk’s Office will conduct a conflict screen:

1. Cooling-Off Period Check: Cross-check rosters to confirm compliance with any mandated "cooling-off" periods regarding former office-holding or employment.
2. Relationship Flagging: Identify close familial or business relationships with sitting senior officials or parties frequently appearing before the specific commission (e.g., developers for Zoning, town staff for Ethics).
    a. Note: These are not automatically disqualifying unless established by law but are flagged for COC awareness regarding recusal requirements.

Specialized Core Interview Questions

In addition to the standard interview questions, the COC Subcommittee will utilize a "Competency & Neutrality" question set tailored to the specific vacancy:

1. Jurisdictional Understanding: Understanding of the specific body's legal mandate and powers.
2. Conflict of Interest: Understanding of recusal protocols and the distinction between personal opinion and statutory interpretation.
3. Due Process: (For quasi-judicial roles) Comfort with hearing procedures, evidence evaluation, and making findings of fact.
4. Impartiality: Ability to separate personal or political views from the decision-making process.
5. Technical Scenarios: (If applicable) Application of specific skills (e.g., "How would you approach a complex site plan?" or "How do you interpret the code of ethics regarding gifts?").

Enhanced Scoring Rubric

For these appointments, the COC Subcommittee members will utilize an Enhanced Competency Rubric. Categories will be weighted to prioritize:

1. Demonstrated Objectivity: Lack of bias and understanding of neutral adjudication.
2. Subject Matter Expertise: Relevant professional credentials or life experience.
3. Judicial/Board Temperament: Communication skills, patience, and ability to deliberate.

4. Procedural Knowledge: Understanding of confidentiality, FOIA, and due process.

Specialized Recommendation Package

When recommending a candidate for a Specialized or Quasi-Judicial seat, the package submitted to the Town Council must include:

1. Standard Interest Form.
2. Candidate Resume and Statement of Qualifications.
3. Summary Memo addressing:
    a. The candidate's eligibility regarding specific exclusionary rules.
    b. How the appointment maintains necessary political balance or "unaffiliated" representation requirements.
    c. Specific technical or legal expertise the candidate brings to the body.

Post-Appointment Advanced Training

Newly appointed members to Specialized or Quasi-Judicial bodies must complete additional training within 90 days of appointment:

1. Procedural Training: Training on the specific Rules of Procedure for that body (e.g., evidentiary rules for Citation Hearings, Robert's Rules).
2. Subject Matter Training: Town-approved review of the relevant statutes, ordinances, or codes they will be enforcing (e.g., The Code of Ethics, Zoning Regulations, or Blight Ordinances).

MEMO

To: Town Council Committee on Committees Subcommittee

From: Lynn Weisel, Recording Secretary

Cc: India Rodgers, Director of Operations & Communications
Glen Garrity, Director of Public Works
Matt Mace, Assistant Director of Parks, Recreation & Leisure Services
Nick Gabuzda, Environmental Planner

Date: November 9, 2026

Subject: Information for the Possible Sunsetting/Dissolution of the Filley Park Committee

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The Filley Park Committee was established in 2008 by Town Council with the charge to "*oversee any fundraising effort with funds dedicated to the renovation, upkeep and/or replacement of the environs (as examples but not limited to) such as skaters' warming building, benches, picnic tables, bridges, fountains, etc.*"

Please see the attached three documents for further information:

- 8/11/2008 – Filley Park Committee is established by Town Council
- 11/10/2008 – Charges for the Filley Park Committee are established by Town Council
- 11/28/2011 – Filley Park Committee is amended by Town Council to allow additional members

The last meeting of the Filley Park Committee was April 3, 2025, with the grand opening of the park held on May 3, 2025.

In consultation with Glen Garrity, Director of Public Works; Matt Mace, Assistant Director of Parks, Recreation & Leisure Services; and Nick Gabuzda, Environmental Planner, it is the staff recommendation that the Filley Park Committee be formally dissolved as the charge of the committee has been met. **Additionally, it is staff's belief that any matters concerning Filley Park could be appropriately represented at the Parks & Recreation Committee.**

I reached out to the Filley Park Committee co-chairs for any feedback they may want to share on the possible dissolution of the committee but have not heard back as of the writing of this memo.

Should Committee on Committees wish to submit a recommendation to Town Council for the dissolution for the Filley Park Committee, the following motion would be in order:
"*Move to recommend to Town Council that the Filley Park Committee be dissolved.*"

393

8/11/2008
Town Council meeting

Carol McCrann Proom
4 Biltmore Park

Al Reichin
162 Thistle Pond Road

Will Robin
P206 Loeffler Road

Leslie Warren
111 Tunxis Avenue

Carol Weaver
9 Clover Lane

Consider and Take Action Regarding Charge to Filley Park Committee

It was moved by Councilor Colman, seconded by Councilor Berman and voted unanimously that the Filley Park Committee shall be designated a permanent committee of Council.

Historic Documents Grant

It was moved by Councilor Colman, seconded by Councilor Berman and voted unanimously that the following resolution be adopted to allow continuation of the Historic Documents Grant:

(1) RESOLVED: That Louie Chapman Jr., Town Manager is empowered to execute and deliver in the name and on behalf of this municipality, a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

(2) RESOLVED: That Bloomfield, hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

(1) RESOLVED: That Louie Chapman Jr., Town Manager is empowered to execute and deliver in the name and on behalf of this municipality, a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

(2) RESOLVED: That Bloomfield, hereby adopts as its policy to support the nondiscrimination agreements and warranties required under Connecticut General Statutes 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142.

Referendum Question for November Ballot

There was considerable Council discussion regarding the possibility of changing the allocation of money approved in the school renovation referendum. The Board of Education is considering consolidating the elementary schools into two buildings, and there is a question about how and whether the money could be used for this without going back to the voters. Town Attorney Needelman was present, along with special bond counsel, to address this question. In response to a question from Mayor Schulman, Attorney James Sandler stated that in order to amend a

Nov 10, 2008

charges

It was moved by Councilor Rivers, seconded by Councilor Pleasant and voted unanimously that the following charges to the Filley Park Committee be reconfirmed, and that the committee be informed that they will be authorized to work directly with the architect concerning the renovations and repair design to Filley Park:

FILLEY PARK ADVISORY COMMITTEE

1. The members of the Committee shall oversee any fundraising effort with funds dedicated to the renovation, upkeep and/or replacement of the environs (as examples but not limited to) such as skaters' warming building, benches, picnic tables, bridges, fountains, etc.
2. A member of the Town Council shall be a non-voting liaison to the Committee.
3. There may be a chair, vice-chair, treasurer, and any other officers as the committee shall see fit to establish.
4. The committee shall function with the Town Manager and/or his designee to promote assistance where requested in renovation, upkeep and/or replacement of the environs.
5. The maximum number of members shall not exceed fifteen (15).
6. The Town Council may amend these charges at any time.

He also stated that revenues are on track with projections; however expenditures due to Storm Alfred costs have caused a ripple effect in outlining available funding. The committee will continue to monitor on a monthly basis.

COUNCIL BUSINESS

Consider and Take Possible Action on the Expansion of FilleyPark Advisory Committee

Councilor Berman recently met with the Filley Park Advisory Committee, in which they are progressing with an application the Department of Environmental Protection and the Army Core of Engineers. In addition, the committee is also beginning fundraising efforts for Filley Park. The committee has requested an additional 10 members, an increase from 15 to 25 in total needed to assist in fundraising efforts for the park.

A modification of the existing resolution is needed to add additional members to the committee.

It was moved by Councilor Berman, seconded by Councilor Gamble and voted unanimously that the number of committee members for the Filley Park Advisory Committee be expanded from 15 to 25.

A friendly amendment to the original motion was added by Councilor Jacobs, to ensure that the additional 10 people added are solely designated for fundraising of the committee.

Mayor Schulman mentioned that the appointment of the 10 additional members will be done by Committee on Committees.

Discuss and Take Action on Applying for a Small Cities Grant to be used for the Senior Center

Councilor Gamble expressed concerns of the ongoing need for upgrades to the Senior Center.

It was moved by Councilor Gamble, seconded by Councilor Rivers and voted unanimously to request and direct town administration to apply for the Small Cities Grant to be used for upgrades and necessary repairs at the Senior Center.

Mayor Schulman clarified that the Small Cities Grant is not limited to just the Senior Center, but that the Senior Center will be included as a apart of the grant for needed upgrades.

Consider and Take Action on Reappointment to Greater Hartford Transit District

It was moved by Deputy Mayor Hypolite, seconded by Councilor Berman and voted unanimously to reappoint Councilor Gamble to the Board of Directors of the Greater Hartford

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

RECEIVED
OCT 21 2026
11:12am
TOWN CLERK'S OFFICE
BLOOMFIELD, CT

BLOOMFIELD TOWN COUNCIL

COMMITTEE ON COMMITTEES SUBCOMMITTEE

There was a meeting of the above reference subcommittee on Thursday, October 8, 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.

Councilor(s) present were: **In-Person**—None; and ***via Zoom***—Councilor Darrell Goodwin, Chair; Councilor Suzette DeBeatham-Brown

Councilor(s) absent were: Elizabeth Waterhouse

Also present were:

- **Town Staff:** *In-Person*—Latonia Tabb, Clerk of Council; Lynn Weisel, Recording Secretary
- **Guest:** Yvonne Davis, YWCA 50/50 Campaign

The meeting was called to order at 6:04 p.m.

Ms. Yvonne Davis presented the YWCA Hartford Region's 50/50 Campaign, which promotes broader and more inclusive participation in municipal boards and commissions. She discussed renewing and expanding the Town's partnership with the YWCA through community outreach, promotion of vacancies, year-round applications, and training on board responsibilities, Robert's Rules of Order, ethics, and Freedom of Information requirements. Link below for presentation.
https://netorgft7643071my.sharepoint.com/:p:/g/personal/yvonne_davisworldtraining_com/IQCFt9oW8LLmS70txje7hWEZAWIfETTaIP1KLUjjZa9iH7I?rtime=nPcGx4Mv30g

Councilor DeBeatham-Brown expressed support for reviving the partnership and its potential benefit to Bloomfield. Councilor Goodwin, Chair, commended the Town's recent recruitment efforts, noting that more than 100 residents had interviewed for board and commission positions, and emphasized the need to expand outreach, strengthen diversity, and prepare residents for future service. Ms. Davis proposed coordinating with Town staff to review application and vacancy data and develop additional outreach and training opportunities.

Board & Commission Interviews – New Applicants & Reappointments

Councilor Goodwin, Chair, reported that interviews remained for the Committee on Aging and the Bloomfield Beautification Committee. He stated that additional interview opportunities would be offered to accommodate residents' schedules and noted concerns regarding evening in-person interviews for Committee on Aging applicants due to transportation and accessibility challenges. He indicated that the Committee would explore virtual interview options and possible assistance to support broader participation.

a) **Commission on Aging**
   - *Reappointment (Current Members) Interviews*
     - Patricia Miller
     - Halesteen Graham Days

b) Bloomfield Beautification Committee

- *Reappointment (Current Members) Interviews*
  - Sharon Mann

Public Comment

There was no public comment.

Approval of Minutes

No edits. Minutes stand as approved.

Adjournment

It was moved by Councilor Goodwin, Chair, to adjourn the meeting at 6:48 p.m.

Bloomfield Town Council

Committee on Committees Subcommittee

Proposed new time

2027 Meeting Schedule

2nd Thursday of the Month, 6:30PM*

*Except where otherwise noted

Hybrid Meeting Style

In-Person: Town Hall, Council Chambers, 800 Bloomfield Ave., Bloomfield, CT
Online: Via Zoom Meeting Platform and Streaming on YouTube

Chair: Councilor Darrell Goodwin

Members: Councilors DeBeatham-Brown & Waterhouse

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 10*
*moved from Nov. 11 due to Veterans Day

December 9

11/9/26

DRAFT