BLOOMFIELD
TOWN COUNCIL

GOVERNANCE, POLICY & ECONOMIC DEVELOPMENT SUBCOMMITTEE

MEETING

Committee Members:
Mayor Anthony C. Harrington, Chair
Todd E. Cooper, Vice Chair
Suzette DeBeatham-Brown
Darrell Goodwin
Joseph Merritt

Monday, June 1, 2026 • 6:00 pm
Town Hall – Council Chambers • 800 Bloomfield Ave., Bloomfield, CT 06002

PLEASE NOTE: This meeting of the Town of Bloomfield will be a hybrid meeting. This means that you can attend in person, by using the Zoom link below or viewing the meeting via YouTube

Zoom Registration:

https://bloomfieldct.zoom.us/webinar/register/WN_kYn7KVZaT7uOZPkozfJLqQ

YouTube:

https://youtube.com/live/cO0GEymGQPc?feature=share

AGENDA

I. Pledge of Allegiance

II. Call to Order

III. Roll Call

IV. **Old Business**

- Rockwell Park Improvement Project Status Update- David Melesko, Director Parks, Recreation, & Leisure Services
- Discussion and Possible Action regarding the Town's Boards and Commissions Appointment Process – Standard Operating Procedures (SOP)/ Policy

V. **New Business**

- Discussion and Consideration to reinstitute Council Subcommittee-Committee on Committees

VI. Discussion on Community Investment Fund (CIF)- Jon Colman, Director Building and Land Use

VII. Update on Congressional Grant Application- Jon Colman

VIII. Discussion regarding Business Development Updates- Jon Colman

IX. Administrative Report- Alvin D. Schwapp, Jr., Town Manager

X. Public Comments

XI. Adjournment

5/26/2026

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 Governance, Policy & Economic Development Subcommittee (GPED), with administrative support provided by the Operations & Communications Division (O.C.).

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

We (the Governance, Policy & Economic Development Subcommittee) rely 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:

We 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 GPED 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 GPED 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.

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

2. Candidate Communication and Active Pool Maintenance

The GPED 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 GPED contact (The O.C. Division) will contact them directly if they are selected for an interview.

2.2. Conduct Quarterly Check-ins:

The GPED 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:

We ensure the GPED 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 GPED 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")

We select, vet, and recommend qualified candidates, utilizing the GPED contact (The O.C. Division) for coordination and verification.

3.1. Selection for Interview

- We review the Board & Commission Software data and current/anticipated vacancies monthly to identify candidates for interviewing.
- The GPED contact (The O.C. Division) contacts all applicable candidates to schedule the interview with the GPED Subcommittee.
- NOTE: When an elected position vacancy occurs, the GPED contact (The O.C. Division) reaches out to the applicable Democratic or Republican Town Committee to ask for a candidate recommendation.

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3.2. The Interview

We ensure the interview panel consists of no fewer than three (3) voting members of the GPED Subcommittee.

Interviews are conducted in public session at a publicly noticed GPED 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

We facilitate the final appointment decision and rely on the Town Clerk for official notification.

4.1. Formal GPED Recommendation:

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

We prepare a recommendation package (Interest Form, Scoring Rubric (when applicable), GPED 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

Upon favorable interview review by the GPED, 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:

We present the GPED 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.

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

5. Governance and Record-Keeping

We ensure the GPED contact (The O.C. Division) maintains rigorous standards for official documentation and accountability.

5.1. Manage Centralized Records:

The GPED 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 GPED 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:

We collaborate 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 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.

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Addendum

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 GPED 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 GPED 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 GPED 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.

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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 GPED 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 GPED awareness regarding recusal requirements.

Specialized Core Interview Questions

In addition to the standard interview questions, the GPED 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 GPED 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.

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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).

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BOARD AND COMMISSION APPOINTMENT POLICY

Introduction

Service on Town boards and commissions is one of the principal means by which citizens can participate in the conduct of local government. Volunteers may serve in a variety of capacities and are encouraged to look for opportunities which will allow them to share their experience, skills and talents, while offering a meaningful and rewarding experience for the volunteer.

Boards and commissions exercise several advisory, administrative and quasi-judicial powers and functions that are essential to the operation of town government. Boards and commissions are created and enabled in different ways. Some are required by the State of Connecticut, and some are created by the Town Council. Terms of office and qualifications for office vary as well. Most terms, however, expire at the end of a given year.

Purpose

The purpose of this policy is to develop a process for the Town to follow regarding board and commission appointments. This process will ensure that boards and commissions are composed of capable, dependable and effective members and that all have the ability to apply for board and commission membership. Additionally, this written process will clearly outline for citizens the process the mayor and the town council will use for such appointments. This process may be varied based on unique facts or circumstances.

General

No person shall be eligible to apply for board/commission seats unless he/she is a resident of the Town, with the exception of those boards and commissions as indicated in the Town Ordinances.

Additional training and testing may be required in order for applicants to serve on particular boards or commissions. It is recommended that the applicant attends at least one meeting of the board or commission, that is the subject of their application prior to submitting the application.

While this policy was written primarily to address the appointment of members to boards and commissions, it will also be used as a guideline for filling unexpired terms of office should a member resign or be removed from service before the term expires.

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Recruitment and Application Process

In November of each year, the boards and commissions clerk shall notify all appointed volunteers whose terms expire in accordance with the Town Council election term, informing them that they must submit a completed application if they wish to be considered for reappointment.

The boards and commissions clerk shall also advertise a notice of vacancies at Town Hall, and in any of the following public communications; local newspapers, Town website, Town Facebook page. This Notice shall specify the vacancies for all boards and commissions and will set forth the details regarding the application procedure and the deadline for receipt of applications. To be considered by the Mayor and the Town Council, applicants must file an application with the boards and commissions clerk by the due date set forth in the Notice.

Selection and Appointments

The boards and commissions clerk will distribute copies of all applications to the Governance, Policy & Economic Development Subcommittee (GPED) who may then forward it to the Town Council for appointment in accordance with the Town Charter.

Reappointment of Current Members.

Board/commission members who have performed their role satisfactorily will be strongly reconsidered for reappointment. In determining performance, GPED shall prepare a recommendation to the Town Council considering the following performance standards:

1. **Attendance.** It is expected that the members understand the commitment required and attend meetings. Members who have been absent for 30% or more of their regular meetings will normally not be considered for reappointment. Extenuating circumstances, such as sickness, may be considered.

2. **Effort.** Members who have not become knowledgeable about their duties, or who have failed to comply with required training and/or continuing education will not be considered for reappointment.

3. **Professionalism and removal of local board members and employees:**

   Purpose. This section is intended to provide a uniform system of removal and professional conduct serving on a Board or Commission. While differences of opinion are anticipated and encouraged, members are expected to be civil and observe recognized rules of order and procedures. Members who are quarrelsome, disruptive, and/or misuse authority inappropriately will not be considered for reappointment.

   Removal Process. The Commission or appointing authority shall provide, in writing, to the local board member or employee the findings of fact upon which the decision for removal is based. The Commission or appointing authority shall also provide the local board member or employee with notice of the availability of a hearing before the Commission to review the removal.

I. **First offenses** will result in a meeting with the Human Resource Director of the Town and a written warning.

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II. **Second offenses** will result in the removal from the board or commission. If the incident occurs again with the same board or commission member, then a written letter to the appointing authority from the Chair of said board or commission stating the details of the incident and recommendation to remove said individual from their respective board or commission.

III. **Additionally**, members of boards and commissions may be removed by the Town Council for cause; notice to members must be in writing stating the reason.

Appointing Authority. – The Appointing Authority's decision on a removal is final.

Appointment of New Members.

The Appointing Authority and the Town Council will consider the following criteria:

1. **Service.** On other boards, or commissions with the Town or other government or non-profit entity.
2. **Background.** Education, experience, business, profession or occupation which qualified the applicant for serving.
3. **Commitment.** Verification that the candidate is aware of the time commitment to prepare for and attend meetings and training sessions.
4. **Potential Conflict of Interest.** Analysis concerning possible conflicts between the appointment sought and business or other possible conflicts.
5. **Mandatory Qualifications.** Applicants must be residents of the Town of Bloomfield, registered voters at time of appointment, have no criminal record considered by the Town of Bloomfield to be so serious that it should be a disqualification, not be an adversary party to pending litigation against the Town of Bloomfield, not be in arrears on any Town of Bloomfield taxes, fines, or other obligations owed to the Town of Bloomfield.

The boards and commissions clerk will follow up in writing to all applicants to advise them of their appointment status after the council/appointing authority has voted/approved on the appointments. Applicants must be sworn in at the Town Clerk's Office prior to serving as a voting member of a board or commission.

Filling Unexpired Terms

Applications not selected and applications received after the due date will be kept on file in accordance with record retention schedule and will be considered when vacancies arise during the year.

Outgoing Members

Appointed boards and commission members who no longer wish to or are unable to continue to serve must submit in writing a letter of resignation to the boards and commissions clerk and Town Clerk. Failure to submit a letter of resignation within 30 days of request to do so shall be deemed a resignation.

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Policy Adopted xx-xx-17 and effective x-x-xxxx

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