Town Council Special Meeting Agenda

Anthony C. Harrington, Mayor
Cindi A. Lloyd, Deputy Mayor
Darrell Goodwin
Elizabeth A. Waterhouse
Joseph P. Merritt
Michael J. Oliver
Shamar A. Mahon
Suzette DeBeatham-Brown
Todd E. Cooper

Wednesday, January 28, 2026, 6:30 pm
Town Hall – Council Chambers • 800 Bloomfield Avenue, 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

https://bloomfieldct.zoom.us/webinar/register/WN_2NqMJFMmSnOl9uCrGzacZw

YouTube:

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

AGENDA

I. Pledge of Allegiance

II. Roll Call

III. Council Business

Old Business

2026-37: Discussion and Possible Action Regarding Proposed Town Council Rules of Procedures

2026-38: Consider and Take Action Regarding the 2026-2027 Proposed Town Council Meeting Schedule

New Business

2026-39: Discussion and Possible Action Regarding Appointments and Charge to the Charter Revision Commission

IV. Adjournment

TO: Town Councilors

FROM: Alvin D. Schwapp, Town Manager

DATE: January 27, 2026

RE: FY2026-37: PROPOSED REVISIONS TO TOWN COUNCIL RULES OF PROCEDURES – POLICY 110.05

At the January 12, 2026, Special Town Council meeting, this item was presented, discussed, and voted upon; however, no formal motion was made, and the matter remained unresolved. Accordingly, the item is being placed back on the agenda for formal action.

Should Council wish to move forward, the following motion will be in order:

> *Move to approve the Proposed amendments to the to the Town Council Rules of Procedures – Policy 110.05, to change the regular meeting scheduled from monthly to bi-weekly.*

TO: Town Councilors

FROM: Alvin D. Schwapp, Town Manager ADS

DATE: January 9, 2026

RE: FY2026-37: PROPOSED REVISIONS TO TOWN COUNCIL RULES OF PROCEDURES – POLICY 110.05

Please review the attached memo from Mayor Anthony C. Harrington, dated January 8, 2026.

The memo advises that the agenda item is to present proposed amendments to the Town Council Rules of Procedure to modify the regular meeting schedule from a monthly basis to a bi-weekly basis. The current Rules of Procedure establish a monthly meeting schedule, which has been in place for the past two years and was intended to balance governance responsibilities with administrative efficiency.

In recent months, the volume and complexity of Council business have increased, including matters related to policy development, boards and commissions activity, labor and personnel issues, development projects, financial overview, and community concerns. This has resulted in longer meeting agendas, extended meeting durations, and an increased need for special meetings to address time-sensitive issues. Members of the Council and Town administration have identified the existing monthly schedule as a potential constraint on timely deliberation and decision-making.

Amending the Rules of Procedure to allow for bi-weekly regular meetings is intended to improve workflow, enhance responsiveness, and reduce reliance on special meetings, while maintaining transparency and public access to the Council's proceedings.

The proposed amendment would revise the Town Council Rules of Procedure to establish two regular Council meetings per month, generally held on a bi-weekly schedule, with dates set annually or as otherwise determined by the Council.

Should Council wish to move forward, the following motion will be in order:

Move to approve the Proposed amendments to the to the Town Council Rules of Procedures – Policy 110.05, to change the regular meeting scheduled from monthly to bi-weekly.

To: Anthony C. Harrington, Mayor
CC: Alvin D. Schwapp, Jr., Town Manager
From: Latonia Tabb, Clerk of Council
Date: January 8, 2026
Subject: Amendments to the Town Council's Rules of Procedure

Background

The purpose of this agenda item is to present proposed amendments to the Town Council Rules of Procedure to modify the regular meeting schedule from a monthly basis to a bi-weekly basis. The current Rules of Procedure establish a monthly meeting schedule, which has been in place for the past two years and was intended to balance governance responsibilities with administrative efficiency.

In recent months, the volume and complexity of Council business have increased, including matters related to policy development, boards and commissions activity, labor and personnel issues, development projects, financial overview, and community concerns. This has resulted in longer meeting agendas, extended meeting durations, and an increased need for special meetings to address time-sensitive issues. Members of the Council and Town administration have identified the existing monthly schedule as a potential constraint on timely deliberation and decision-making.

Amending the Rules of Procedure to allow for bi-weekly regular meetings is intended to improve workflow, enhance responsiveness, and reduce reliance on special meetings, while maintaining transparency and public access to the Council's proceedings.

Analysis

The proposed amendment would revise the Town Council Rules of Procedure to establish two regular Council meetings per month, generally held on a bi-weekly schedule, with dates set annually or as otherwise determined by the Council.

Key considerations include:

- **Governance Efficiency:** More frequent regular meetings would allow agenda items to be distributed more evenly, reducing agenda congestion and lengthy meetings.
- **Timeliness of Decisions:** A bi-weekly schedule would enable the Council to act more promptly on policy matters, contracts, appointments, and time-sensitive issues.
- **Public Engagement:** Shorter, more focused agendas may improve public participation and understanding of Council business.

- **Administrative Coordination:** Departments and boards may benefit from more predictable and frequent opportunities for Council action, reducing delays.

Potential drawbacks include:

- Increased time commitments for Council members and staff.
- Additional administrative preparation related to agenda development, minutes, and meeting logistics.

Overall, the proposed change is primarily procedural in nature and does not alter the Council's authority, powers, or responsibilities.

Financial Impact

The proposed amendment is not expected to have a significant financial impact. Any additional costs associated with holding bi-weekly meetings—such as staff time, meeting support, and recording or broadcasting services—are anticipated to be absorbed within existing departmental budgets. The change may also reduce costs associated with scheduling and supporting special meetings.

Legal Considerations (if any)

The Rules of Procedure are adopted and amended by the Town Council pursuant to its authority under the Town Charter and applicable state law. The proposed amendment does not conflict with the Town Charter or state statutes governing municipal legislative bodies.

If approved, the amended Rules of Procedure will take effect in accordance with the Council's established adoption process. No additional public hearing or referendum is required, provided that notice and adoption procedures outlined in the current Rules of Procedure are followed.

Attachments

- Proposed Amendments to the Town Council Rules of Procedure
- Current and Proposed Meeting Schedules (Monthly & Bi-weekly)

Recommendations

Proposed Motion for Council Action:

It is recommended that the Town Council approve the proposed amendments to the Town Council Rules of Procedure to change the regular meeting schedule from monthly to bi-weekly.

Adoption of this amendment will enhance the Council's ability to manage its workload effectively, respond to community and administrative needs in a timely manner, and conduct its business in a more efficient and transparent manner.

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Town Council of Bloomfield Rules of Procedure

DISTRIBUTION: Town Council

NO: 110.05
DATE: 6/21//2016
AMENDED: July 11, 2012
APPROVED: September 12, 2016
AMENDED: April 9, 2018
AMENDED: September 29, 2020
AMENDED: November 27, 2023
AMENDED: July 8, 2024

I. PURPOSE

The purpose of this policy is to establish a formal Rules of Procedure for Town Council meetings.

II. RESPONSIBILITY

Town Council Members
Town Manager
Clerk of Council

III. PROCEDURE

All Town Council meetings shall use the following Rules of Procedure when holding a meeting:

A. ORGANIZATIONAL MEETING:
The Council shall meet on the call of the Town Manager within two weeks after election. The Council shall elect a Chair whose title designation shall be Mayor, a Vice Chair whose title designation shall be Deputy Mayor, and such other offices as it may determine necessary to serve for the ensuing period until the next local election.

B. REGULAR MEETINGS:
Regular meetings of the Council shall be held in the Town Hall beginning at 7:00 p.m. on ***a bi-weekly basis,*** the second and ***fourth*** Monday of each month unless otherwise determined by the Council. In the event that said Monday falls on a State or Federal holiday, meetings shall be held on the following Tuesdays.

C. SPECIAL MEETINGS:
Special meetings of the Council may be called by the Mayor or by not less than three members of the Council. Notice of a special meeting shall be given not less than twenty-four hours prior to the time of such meeting, not including Saturdays, Sundays and holidays, by filing a notice of the time and place thereof in the office of the Town Clerk. Any such notice received under this section shall be posted inside the office of the Town Clerk and be posted on the meeting board located outside of the Town Clerk's office, as well as on the Town's Web Site. The requirement that such notice be given not less than twenty-four hours prior to the meeting may be waived, in case of an emergency, by the Mayor or not less than three members of the Council, who shall state in such notice the specific nature of such emergency which would preclude the giving of such twenty-four hours' notice. The notice shall specify the date, time, and place of the special meeting and business to be transacted. No other business shall be considered at such meeting. In addition, at least twenty-four hours prior to the time of such meeting, written notice shall be delivered to the usual place of abode of each

member of the Council and the Town Manager so that such is received prior to such special meeting,

unless the twenty-four hour notice is waived as set forth above. This notice may be delivered by either hand-delivery or electronic delivery. If delivered by electronic delivery, telephone calls shall be made to each member of the Council and the Town Manager by the Clerk of the Council that such a special meeting has been set. The requirement of delivery of any such notice may be dispensed with as to any member of the Council who is actually present at the meeting at the time it convenes.

The Clerk of the Council shall certify upon the original copy of the notice filed with the records of the Council by whom the meeting was called and the manner in which the notice was delivered to the members of the Council and the Town Manager.

D. PUBLIC MEETINGS & HEARINGS:

No ordinance or resolution shall be adopted, no appointment or removal of members of any permanent board, agency, or committee shall be made, nor commission appointed except in a meeting of the Council open to the public. The same process shall be followed for the creation or dissolution of any such entity itself. Recommendations for appointment or removal of permanent committee members or creation or dissolution of such committees shall come from the approval by the Council. Any mayoral appointment or removal shall be made known publicly at the next meeting of the Council presided over by the Mayor.

At least one public hearing, five days' notice of which shall be given by publication in a daily or weekly newspaper having a circulation in the Town and by posting at the Town Hall and on the Town Website, shall be held by the Council before any ordinance shall be passed.

For items requiring public hearings, Council will not act on that item at the same meeting as the as the public hearing.

E. QUORUM:

The presence of a majority of the members of the Council shall constitute a quorum, but no ordinance, resolution or vote, except a vote to adjourn or to fix the time and place of the next meeting of the Council shall be adopted by less than five affirmative votes.

F. THE MAYOR:

The Mayor shall preside at all meetings. The Mayor shall preserve order and decorum. The Mayor shall determine the seating arrangement of Town Council members for all regular and special meetings. The Mayor shall decide all questions or orders, without debate except at the Mayor's request. The Mayor may speak and vote on all questions. The Mayor shall be an ex-officio member of all Council sub-committees without the right to vote, except for those sub-committees to which the Mayor is appointed as a member.

In the absence of the Mayor for whatever cause arising, the Deputy Mayor shall act as Mayor and as such, shall have all the powers and duties of the office of the Mayor.

In addition, if neither the Mayor nor the Deputy Mayor are available to preside at a Council meeting, a majority of the Council members present shall elect one of themselves to preside over the meeting. This presiding councilor shall only have the power to preside over that one meeting, shall preserve order and decorum, and shall decide all questions or orders without debate, except as the presiding councilor shall request.

The Mayor shall represent the Town as the titular head of the government at meetings of such officials representing other municipalities, ceremonies, public gatherings and upon such other occasions as the Mayor's presence in such capacity may be beneficial to the Town.

The Mayor shall designate committees of the Council and appoint and/or remove members thereto, subject to being overruled by the Council.

The Mayor shall designate ad hoc committees of the Council and ad hoc public community committees and appoint and/or remove members thereto. An ad hoc committee is defined as one that is created for a limited time and a specific, limited stated purpose. The specific time period need not be stated in the designation of the committee but may be contingent in the accomplishment of its specific objectives.

G. CLERK OF COUNCIL:
The Clerk of the Council shall be appointed by the Council and shall keep the minutes of its proceedings which shall be a public record, and perform other duties as may be assigned by action of the Council.

H. THE TOWN MANAGER:
The Town Manager shall attend all meetings of the Council with the right to speak but not to vote, and shall perform other such duties as may be assigned by the ordinance or resolution of the Council (Charter, Sec. 502). The Council by simple majority vote may also ask the Town Manager to perform such other duties as it may assign in accordance with his or her contract with the Town.

I. COMMITTEES:
The Council may also from time to time appoint permanent, standing committees of the Council. Permanent standing committees of the Council shall be:

I. Finance, Budget, Audit & Bonding
II. Governance, Policy & Economic Development
III. Public Health, Safety & Environment
IV. Education, Workforce, Youth Development & Community Services

The meeting schedule of regular Council committees shall be established annually, in advance, and in accordance with State law. No special committee meeting shall be called without the prior written consent of the Mayor.

J. ORDER OF BUSINESS OF COUNCIL MEETINGS:
At all regular meetings of the Council the order of business shall be as follows:

I. Pledge of Allegiance
II. Roll Call
III. Announcements and Presentations
IV. Citizen's Statements and Petitions
V. Report from Council Subcommittees
VI. Council Business (beginning with Consent Agenda)
VII. Financial Report
VIII. Report from the Town Manager
IX. Report from the Mayor
X. Approval of Minutes
XI. Council Comments (2 minutes)
XII. Executive Session (if needed)
XIII. Adjournment

K. PRIVILEGE OF THE FLOOR:

Except when a member of the Council has or desires the floor, the Town Manager shall have the privilege of the floor for the purpose of providing information to the Council concerning the business and affairs of the Town. The Town Attorney shall likewise have the privilege of the floor on the introduction or interpretation of any existing or proposed ordinance or resolution or on any question of legal procedure.

It shall be the policy of this Council to allow members of the public to address the Council during Citizen's Statements and Petitions. Statements by members of the public may be oral or written, shall start with the speaker's name and address, and shall follow the General Procedures for Public Hearings and Public Forums (appended to these Rules of Procedure), unless permitted by the Mayor or councilor presiding. The Mayor or councilor presiding may permit additional statements by the same person during Citizen's Statements and Petitions or at such other times during the agenda of Council meetings as he or she deems appropriate, subject to being overruled by the Council.

L. EXECUTIVE SESSION:

The rules of procedure shall be:

(a) An executive session may be convened by affirmative vote of two-thirds of such body present and voting.

(b) Attendance at the executive session shall be limited to the Council and such other persons as may be required for advice and information as permitted by State law.

(c) Executive sessions shall be only for those purposes permitted by State law. Any motion for executive session shall so specify the reason. Discussion in executive session shall be limited to the reason specified.

M. MOTIONS:

When a motion is made and seconded, it shall be stated by the Mayor, Deputy Mayor, or councilor presiding and subject to amendment or withdrawal, except that such withdrawal cannot be made subsequent to a voted amendment, except as provided by Robert's Rules of Order.

When a motion is under debate, no further action shall be received except (1) to adjourn, (2) to recess, (3) to table, (4) for the previous question, (5) to limit or extend debate, (6) to postpone to a time and date certain, (7) to refer to committee, (8) to amend, (9) to postpone indefinitely, which motions shall have precedence in the order indicated.

Motions to table, to postpone to a time and date certain or to postpone indefinitely once having been decided, shall not be reconsidered.

N. VOTING:

The ayes, nays or abstentions of each council member on each vote shall be recorded in the minutes. If the vote is unanimous, the vote shall be indicated as unanimous.

O. CITIZEN'S PETITIONS

Any petition by a citizen requesting Council action shall be in writing and state the citizen's name and address. If six (6) members of the Council shall so vote, such petition shall lie over to one of the next three succeeding meetings of the Council, to be placed on the Agenda and taken up during item VI of the regular order of business; but in no event shall such petition be acted upon at a meeting at which the petition is presented.

P. SPECIAL COUNCIL ASSIGNMENTS:

The Mayor shall assign all members of the Council desiring such, with the approval of the Council, as liaisons with council-appointed Town committees and Town-related Agencies through and with the cooperation of the Town Manager, so as to be particularly informed in the assigned area of concern. Assignments will be made in the areas of Town operation that are deemed appropriate by the Council. Each appointee shall report to the Council upon request or at his or her own discretion as to matters related to his or her respective area.

Q. INTRODUCTION OF ORDINANCE AND RESOLUTIONS:

All ordinances and resolutions except those relating to appointment or designation of officers of the Council or its internal procedure shall be introduced in accordance with Sections 307, 308, 309 and 310 of the Town Charter.

R. PARLIAMENTARY AND CHARTER AUTHORITY:

The last published edition of Robert's Rules of Order shall be the parliamentary authority for the Council, except as otherwise provided in these rules; and except that should any of these rules be inconsistent with the provisions of the Charter, then the Charter shall prevail, except that there may be discussion after a motion to table has been offered.

S. MINUTES:

The Clerk of the Council shall keep the minutes of all Council meetings which shall contain a summary of council discussions and actions. Any statements to be made part of the minutes must be submitted to the Clerk of the Council in writing during such meeting, provided, that any Town Financial reports submitted to the Council shall be appended to the minutes of that meeting.

T. AGENDA:

The Town Manager shall cause to be prepared a preliminary agenda containing those items of business to be considered at each Council meeting. The Mayor, or in his/her absence, the Deputy Mayor, shall review this preliminary agenda with the Town Manager, and shall determine the final agenda, taking into consideration any matter suggested by a Council member or the Town Manager. Should any item requested by a Council member not be included for the agenda, the Mayor, or the Deputy Mayor, as the case may be, shall inform the Council member why the matter was not included, and upon such member's request, the matter shall be referred to the appropriate subcommittee for a determination as to whether the matter should be referred to, and placed on the Council agenda.

No item which is not listed on the regular agenda shall be considered as new business by the Council unless this provision is waived by a vote of two-thirds (2/3's) of the total membership of the Council (6) at the beginning of the Council Business portion of the meeting. Council members requesting that an item be included on the agenda shall be responsible for opening discussion on such item, and providing facts necessary for any action requested on such item.

U. CONSENT AGENDA

(including, without limitation: approval of minutes; routine ordinances or resolutions; final/second readings of appropriations, ordinances or resolutions; other routine items)

After a motion to adopt a Consent Agenda is made and seconded, the Mayor or Deputy Mayor shall ask for separations. Any agenda item on a Consent Agenda shall be separated at the request of any Councilmember shall have a second followed by a vote (5) . After any separations, there is no debate on approving the Consent Agenda - it shall be voted on or adopted without objection.

V. MEETING CONDUCT RULE:

During Council Comments, members shall abstain from revisiting prior agenda items and limit their remarks to a maximum of 2 minutes. Council members are expected to maintain the decorum of Council meetings at all times. Council members must ensure that policy discussions remain grounded in facts and relevance, refraining from appeals to emotion. Council members shall not denigrate or insult other Council members. Should a Council member engage in such behavior, the Mayor, Deputy Mayor, or presiding officer shall immediately note that the Council member is out of order and request that they desist from further inappropriate behavior. If the inappropriate behavior persists, the Mayor, Deputy Mayor, or presiding officer may revoke council comments from the Council member at future meetings. For any repeated violation of these rules, the Presiding Officer or Chair may order discipline, up to and including censure. Any discipline issued is subject to an appeal process at the meeting of the order discipline.

W. TELEPHONIC AND ELECTRONIC VOTING:

Telephonic voting shall only be permitted if the absent member of the Council can be verified through a computer link-up or similar manner so the absent member of the Council can be confirmed by the members of the Council physically present at the meeting. All verbal communication by the absent Council member must be by telephonic communication in a manner that can be heard by not only the rest of the Council but also by the Clerk of the Council and any members of the audience that are present, and, if such Council meeting is televised, by the watching public. This process can only be carried out if all other members of the Council have been notified not less than forty-eight hours in advance of the Council meeting at which this telephonic voting will take place.

X. SUSPENSION OR AMENDMENT OF RULES: Any of these rules may be suspended by the affirmative vote of not less than two-thirds of the members of the Council, provided that such action is not inconsistent with any provisions of the Charter.

Any amendment to these rules shall be submitted in writing at any meeting of the Council and may be adopted by the affirmative vote of not less than two-thirds of the members of the Council at a subsequent meeting of the Council.

GENERAL PROCEDURES FOR PUBLIC HEARINGS AND FORUMS[1]

These procedures are promulgated in accordance with the Bloomfield Town Council Rules of Procedure and shall be posted on the Town Clerk's bulletin board. The following represents the procedures for public hearings and public forums (including budget hearings), provided that the Mayor[2] may amend these procedures when conditions require or warrant:

I. A sign-up sheet shall be provided at least fifteen minutes prior to the hearing.

II. Speakers will be called in order from the sign-up sheet, provided that only those persons who have not yet addressed the Council on the issues subject to hearing shall be called.

III. The Mayor may permit a presentation by the Administration prior to calling on members of the public.

IV. Unless the Mayor permits, or the Council waives its rules by a two-thirds vote, only Bloomfield residents or taxpayers may address the Council.

V. All speakers will begin by stating their full name and address.

VI. After each person on the sign-up sheet has spoken, the Mayor may call on other persons who have not yet spoken who wish to address the Council.

VII. All speakers shall be confined to three minutes each, except that persons providing the Council with a recognized group's duly authorized position on an issue may speak for up to five minutes.

VIII. Speakers may not yield their allotted time to others in order for others to expand their three minutes.

IX. If a hearing is continued to another date and time, the Council will continue the hearing by:
- i. Providing an additional sign-up sheet fifteen minutes prior to the continued hearing;
- ii. First calling speakers from the original sign-up sheet who have not yet spoken;
- iii. After completing the original sign-up sheet, calling speakers from the new sign-up sheet in the order in which they have signed said sheet, provided that only those persons who have not yet addressed the Council on the issues subject to hearing shall be called;
- iv. After each person on both sign-up sheets has been given an opportunity to speak, the Mayor shall call on other persons who have not yet spoken at the original or continued hearing who wish to address the Council.

X. At the conclusion of the hearing or continued hearing, the Council may, by majority vote, permit speakers who have already addressed the Council at the original or continued hearing to address them again for an additional three minutes. The Mayor may set a total time limitation for receiving such additional comments and shall announce such limitation prior to the above-referenced vote by the Council.

XI. If the number of speakers and the time obligations of the Council permit, the Mayor may announce, at the commencement of the hearing, that each speaker may have an additional specified time to address the Council.

[1]These procedures shall not apply to hearings or matters where procedures are subject to contrary state or federal law or regulation.
[2]Throughout this document, "Mayor" shall mean Mayor or, in the Mayor's absence, the presiding officer of the hearing or meeting.

TO: Town Councilors

FROM: Alvin D. Schwapp, Town Manager

DATE: January 27, 2026

RE: FY2026-38: 2026-2027 PROPOSED TOWN COUNCIL MEETING SCHEDULE

At the January 12, 2026, Special Town Council meeting, this item was presented, discussed, and voted upon; however, no formal motion was made, and the matter remained unresolved. Accordingly, the item is being placed back on the agenda for formal action.

Should Council wish to move forward, the following motion will be in order:

Move to approve the 2026-2027 Proposed Town Council Meeting Schedule.

TO: Town Councilors

FROM: Alvin D. Schwapp, Town Manager ADS

DATE: January 9, 2026

RE: FY2026-38: 2026-2027 PROPOSED TOWN COUNCIL MEETING SCHEDULE

Please see the attached 2026-2027 Town Council Meeting Schedule. The recommendation is to amend Council meetings from monthly back to bi-weekly (2nd and 4th Mondays).

Should Council wish to move forward, the following motion will be in order:

Move to approve the 2026-2027 Proposed Town Council Meeting Schedule.

TOWN OF BLOOMFIELD

Bloomfield Town Council

2026 Meeting Schedule

2nd Monday of the Month, 7:00PM*

*Except where otherwise noted

Hybrid Meeting

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

January 12

February 9

March 9

April 13

May 11

June 8

July 13

August 10

September 14

October 13
(Indigenous Peoples' Day, October 12)

November 9

December 14

1/8/26

DRAFT

TOWN OF BLOOMFIELD

Bloomfield Town Council

2026 Meeting Schedule

2nd and 4th Monday of the Month, 7:00PM*

*Except where otherwise noted

Hybrid Meeting

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

January 12* and 26*

February 9* and 23

March 9 and 23

April 13 and 27

May 11 and 26
(Memorial Day, May 25)

June 8 and 22

July 13 and 27

August 10 and 24

September 14 and 28

October 13 and 26
(Indigenous Peoples' Day, October 12)

November 9 and 23

December 14 and 28

***Special Meetings**

These dates are designated as special meetings, having been scheduled within thirty (30) days of the filing of the regular meeting schedule with the Town Clerk's Office.

1/8/26

DRAFT

TO: Town Councilors

FROM: Alvin D. Schwapp, Town Manager

DATE: January 27, 2026

RE: FY2026-39 APPOINTMENTS AND CHARGE TO THE CHARTER REVISION COMMISSION

As you know, the Town has been engaged in the Charter revision process for approximately the past year and a half. During this time, the Town has received extensive feedback from both residents and staff. We want to assure the community that this input has been carefully considered. Updating the Town Charter is among the Council's most significant responsibilities, and the Council remains committed to undertaking this work thoroughly and thoughtfully.

As part of the required process, the Council previously voted on whether to place a Charter revision question on the November 2025 ballot. This action was a procedural step intended to preserve the option of pursuing Charter revisions; it did not obligate the Town to proceed with the revisions as drafted. The vote served as a procedural step to keep the option available; it did not obligate the Town to proceed with the revisions as drafted (attached).

Since that time, and with the benefit of the Finance Director and other new staff now having served in their roles for several months to over a year, additional areas of the Charter have been identified for further review based on current operational practices. In the interest of completeness rather than expediency, the Town is taking this opportunity to revisit the Charter with a fresh and comprehensive perspective. The goal is to develop a strong document that reflects the needs and priorities of residents, the governing body, and staff.

Should Council wish to move forward, the following motion will be in order:

Move to approve the Appointments of the Charter Revision Commission and Set the Charge.

RESOLUTION TO INITIATE CHARTER REVISION PROCESS

WHEREAS, the Town of Bloomfield, acting herein by its Town Council, desires to initiate a review and possible amendment of its Charter;

NOW, THEREFORE, BE IT RESOLVED, that, in accordance with General Statutes § 7-188, and Section 1004 of the Bloomfield Town Charter, the Bloomfield Town Council does hereby, by an affirmative vote of at least two-thirds of its members, establish a Bloomfield Charter Revision Commission which will consist of five (5) members. [*The names of those members hereby appointed to the Charter Revision Commission are: Member 1, Member 2, Member 3, Member 4, Member 5.*]

Each of the members of the Bloomfield Charter Revision Commission shall be electors of the Town of Bloomfield, no more than one-third of whom may hold any public office in the municipality and not more than a bare majority of whom shall be members of any one political party, which commission shall proceed forthwith to draft amendments to the existing charter as the case may be. The Bloomfield Charter Revision Commission may appoint officers from among its members, shall keep detailed records of its deliberations, and may adopt regulations and rules of procedure. The members of the Bloomfield Charter Revision Commission shall serve without compensation. The Bloomfield Town Council may remove any member of the Bloomfield Charter Revision Commission at any time in accordance with the procedures set forth in Section 703 of the Bloomfield Town Charter.

The Bloomfield Charter Revision Commission shall consider all recommendations received from the Bloomfield Town Council.

The Bloomfield Charter Revision Commission shall submit a progress report of its business at each regularly scheduled meeting of the Bloomfield Town Council.

BE IT FURTHER RESOLVED, the Bloomfield Town Council, in accordance with General Statutes § 7-190 (b), directs the following charges to the Charter Revision Commission:

1. Review Section 201 of the Charter to consider adding a Registrar of Voters.
2. Review Section 308 to consider clarifying and changing language regarding budget referendums.
3. Review Section 502 to consider removing residency requirement for Town Manager.
4. Review Section 503 to consider changing language to expedite selection of Town Attorney.
5. Consider restructuring
6. Review technical changes as may be recommended by Town staff.

The review of the Town Charter by the Charter Revision Commission is not restricted to the areas identified above.

BE IT FURTHER RESOLVED, by the Bloomfield Town Council, that the Charter Revision Commission shall submit to the Bloomfield Town Clerk its draft report no later than May 11, 2026.