Town Council 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

Monday, July 13, 2026, 7:00 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_8722HDjLSLmkQCO0aRK3rg

YouTube:

https://youtube.com/live/SGWTq-UWPIM?feature=share

AGENDA

I. Pledge of Allegiance

II. Roll Call

III. Announcements and Presentations

A. Presentations:
- Citation – Bloomfield High School Athletics Track and Field
- Citation – Aaron Jermaine Kennedy
- Overview of Bloomfield's recent Sustainable CT Certification – Nicholas Gabuzda

IV. Citizens' Statements and Petitions

Statements by members of the public may be oral or written and shall start with the speaker's name and address and shall continue for no longer than three (3) minutes, unless permitted by the Mayor or councilor presiding.

V. Report from Council Subcommittees

A. Governance, Policy & Economic Development – Mayor Anthony Harrington

B. Finance, Budget, Audit & Bonding – Deputy Mayor Cindi Lloyd

C. Public Health, Safety & Environment – Councilor Todd Cooper

D. Education, Workforce, Youth Development & Community Services - Councilor Michael Oliver

E. Committee on Committees – Councilor Darrell Goodwin

VI. Council Business

Consent Agenda:

A. Consider and Take Action Regarding Tax Refunds

Old Business

2026-73: Discussion and Possible Action Regarding the Appropriation of Unassigned Fund Balance to the FY2027 Budget for Bloomfield Access Television (BATV)
2026-74: Discussion and Possible Action Regarding the Appropriation of Unassigned Fund Balance to the FY2027 Bloomfield Chamber of Commerce
2026-75: Discussion and Possible Action Regarding the Appropriation of Unassigned Fund Balance to the FY2027 Bloomfield Farmer's Market

New Business

2027-01: Consider and Take Action on the Connecticut State Library Historical Preservation Grant
2027-02: Consider and Take Action Regarding the Hiring of a Vacant Information Technology & Innovation Position – Information Technology (IT) Analyst II
2027-03: Consider and Take Action Regarding Security Enhancements For Town Hall
2027-04: Consider and Take Action Regarding Town Council Meeting Recess

VII. Report from the Town Manager

VIII. Report from the Mayor

IX. Council Comments

X. Adjournment

Town of Bloomfield, Connecticut

Citation is

Hereby Given To:

Ethan Rowe

Ethan Rowe has demonstrated exceptional talent, dedication, and perseverance as a student-athlete, bringing great pride to the Town of Bloomfield through his outstanding achievements in track and field.

Ethan earned All-American honors by capturing first place in the high jump at the New Balance Nationals, clearing an impressive 2.13 meters (6 feet, 11.55 inches) and establishing himself among the nation's elite high school athletes.

Through his hard work, discipline, and commitment to excellence, Ethan has served as a role model for young athletes, exemplifying the values of sportsmanship, determination, and academic achievement.

His accomplishments on and off the field have earned him the opportunity to continue his academic and athletic career at the NCAA Division I level, a testament to his dedication and promising future.

NOW, THEREFORE, I, Anthony C. Harrington, Mayor of the Town of Bloomfield, on behalf of the Town Council, do hereby proudly recognize and congratulate Ethan Rowe for his remarkable accomplishments as a New Balance Nationals Champion and All-American athlete. We commend him for representing the Bloomfield community with excellence and extend our sincere best wishes for continued success in his academic and athletic endeavors at the collegiate level.

Dated at Bloomfield, Connecticut, this 13th day of July 2026.

Anthony C. Harrington, Mayor

Deputy Mayor Cindy Lloyd, Councilor Michael J. Oliver, Councilor Todd Cooper, Councilor Darrell Goodwin, Councilor Suzette DeBeatham-Brown, Councilor Joseph P. Merritt, Councilor Shamar Mahon and Councilor Elizabeth Waterhouse

Town of Bloomfield, Connecticut

Citation is

Hereby Given To:

Khile Francis

Khile Francis has demonstrated exceptional athletic talent, determination, and perseverance, bringing great pride to the Town of Bloomfield through his outstanding accomplishments in track and field.

Khile earned All-American honors by placing fifth in the Hammer Throw at the 2026 New Balance Nationals, competing against the nation's top student-athletes and showcasing the dedication, discipline, and hard work required to achieve success at the highest level of high school competition.

Through countless hours of training and an unwavering commitment to excellence, Khile has exemplified the values of sportsmanship, resilience, and personal achievement, serving as an inspiration to aspiring athletes throughout the Bloomfield community.

His remarkable accomplishment reflects not only his individual talent and determination but also the strong tradition of athletic excellence fostered by his coaches, family, teammates, and supporters.

NOW, THEREFORE, I, Anthony C. Harrington, Mayor of the Town of Bloomfield, on behalf of the Town Council, do hereby proudly recognize and congratulate Khile Francis for earning All-American honors and placing fifth in the Hammer Throw at the 2026 New Balance Nationals. We commend him for representing the Town of Bloomfield with distinction and extend our sincere best wishes for continued success in his academic, athletic, and future endeavors.

Dated at Bloomfield, Connecticut, this 13th day of July 2026.

Anthony C. Harrington, Mayor

Deputy Mayor Cindy Lloyd, Councilor Michael J. Oliver, Councilor Todd Cooper, Councilor Darrell Goodwin, Councilor Suzette DeBeatham-Brown, Councilor Joseph P. Merritt, Councilor Shamar Mahon and Councilor Elizabeth Waterhouse

Town of Bloomfield, Connecticut

Citation is

Hereby Given To:

Jessie Singleton Jr.
Shaun Lazenby
Triston Matthews
Javonni Reynolds

Jessie Singleton Jr., Shaun Lazenby, Triston Matthews, and Javonni Reynolds have demonstrated exceptional athletic ability, determination, and teamwork, bringing great pride to the Town of Bloomfield through their outstanding accomplishments in track and field.

*These talented student-athletes placed sixth in the finals of the **4x110-meter Shuttle Hurdle Relay** at the 2026 New Balance Nationals, competing against the nation's best and earning **All-American honors**. Their achievement reflects the dedication, discipline, and perseverance required to excel at the highest level of high school competition.*

Through countless hours of training and an unwavering commitment to excellence, they have exemplified the values of sportsmanship, teamwork, and resilience, serving as positive role models for aspiring athletes throughout the community.

Their success reflects not only their individual talents but also the strength of Bloomfield's athletic tradition and the support of their coaches, families, and teammates.

*NOW, THEREFORE, I, Anthony C. Harrington, Mayor of the Town of Bloomfield, on behalf of the Town Council, do hereby proudly recognize and congratulate **Jessie Singleton Jr., Shaun Lazenby, Triston Matthews, and Javonni Reynolds** for earning All-American honors in the 4x110-meter Shuttle Hurdle Relay. We commend them for representing the Town of Bloomfield with distinction and extend our sincere best wishes for continued success in their academic, athletic, and future endeavors.*

Dated at Bloomfield, Connecticut, this 13th day of July 2026.

Anthony C. Harrington, Mayor

Deputy Mayor Cindy Lloyd, Councilor Michael J. Oliver,
Councilor Todd Cooper, Councilor Darrell Goodwin,
Councilor Suzette DeBeatham-Brown, Councilor Joseph P. Merritt,
Councilor Shamar Mahon and Councilor Elizabeth Waterhouse

Town of Bloomfield, Connecticut

Citation is

Hereby Given To:

Saphyr Brown
Semaj Grier
Deanna Spears
Jahniya Barclay

Saphyr Brown, Semaj Grier, Deanna Spears, and Jahniya Barclay demonstrated extraordinary athletic talent, dedication, and teamwork, bringing great pride to the Town of Bloomfield through their outstanding accomplishments on the national stage.

These exceptional student-athletes earned All-American honors and established a new State Record by capturing first place in the New Balance Nationals 4x200-meter relay with an impressive time of 1:38.47, showcasing their commitment to excellence and competitive spirit.

Through countless hours of training, perseverance, and mutual support, they have exemplified the values of discipline, sportsmanship, and teamwork, serving as role models for young athletes throughout the community.

Their remarkable achievement not only reflects their individual talents but also highlights the strength and tradition of excellence within Bloomfield athletics, bringing honor and recognition to their school, families, coaches, and the entire community.

NOW, THEREFORE, I, Anthony C. Harrington, Mayor of the Town of Bloomfield, on behalf of the Town Council, do hereby proudly recognize and congratulate Saphyr Brown, Semaj Grier, Deanna Spears, and Jahniya Barclay for their outstanding accomplishments as All-Americans, New Balance Nationals Champions, and State Record holders in the 4x200-meter relay. We commend them for representing Bloomfield with distinction and extend our sincere best wishes for continued success in all their future endeavors.

Dated at Bloomfield, Connecticut, this 13th day of July 2026.

Anthony C. Harrington, Mayor

Deputy Mayor Cindy Lloyd, Councilor Michael J. Oliver, Councilor Todd Cooper, Councilor Darrell Goodwin, Councilor Suzette DeBeatham-Brown, Councilor Joseph P. Merritt, Councilor Shamar Mahon and Councilor Elizabeth Waterhouse

Town of Bloomfield, Connecticut
Citation To:

The Kennedy Family on the passing of Aaron Jermaine Kennedy on June 20, 2026

The Mayor and Town Council of the Town of Bloomfield proudly honor the life and legacy of ***Aaron Jermaine Kennedy****, whose unwavering commitment to his family, his community, and the youth of Bloomfield will be remembered with deep gratitude and respect.*

Born on August 12, 1984, at Grand Forks Air Force Base in North Dakota, Aaron was the beloved son of Arnold J. Kennedy and the late Sherry (Scott) Kennedy. He was a proud graduate of Bloomfield High School's Class of 2002 and continued his education at Western Connecticut State University and Southern Connecticut State University.

Aaron dedicated more than ten years of service to United Parcel Service (UPS) in Hartford, where he was recognized for his strong work ethic and dependability. Yet, it was through his lifelong passion for coaching youth football that he made his greatest impact.

Known throughout the community as ***Coach Kennedy****, Aaron devoted more than two decades to mentoring and inspiring young athletes through the Bloomfield Raiders, Hartford Hurricanes, New England Brotherhood, and most recently the Bloomfield Junior Warhawks. His leadership extended far beyond the football field, as he instilled the values of discipline, teamwork, perseverance, respect, and character in the countless young people whose lives he touched.*

Aaron's legacy is reflected in the generations of youth he encouraged, the families he supported, and the community he faithfully served. His kindness, generosity, and steadfast commitment to developing young leaders have left an enduring imprint on the Town of Bloomfield.

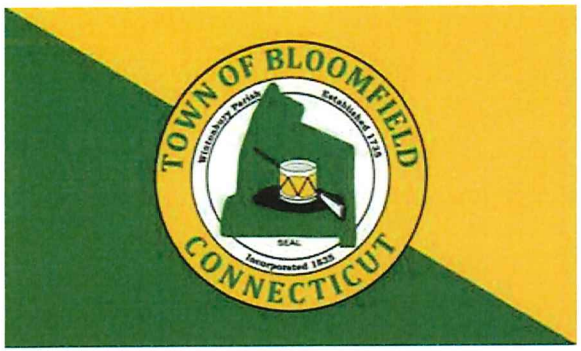
NOW, THEREFORE, I, Anthony C. Harrington, Mayor of the Town of Bloomfield, on behalf of the Town Council, extend our heartfelt condolences to Aaron's father, Arnold J. Kennedy, his family, friends, former players, and all who had the privilege of knowing him. We honor his life with gratitude and celebrate a legacy of service, mentorship, and compassion that will continue to inspire our community for years to come.

Dated at Bloomfield, Connecticut, this 13th day of July 2026.

Anthony C. Harrington, Mayor

Deputy Mayor Cindy Lloyd, Councilor Michael J. Oliver, Councilor Todd Cooper, Councilor Darrell Goodwin, Councilor Suzette DeBeatham-Brown, Councilor Joseph P. Merritt, Councilor Shamar Mahon and Councilor Elizabeth Waterhouse

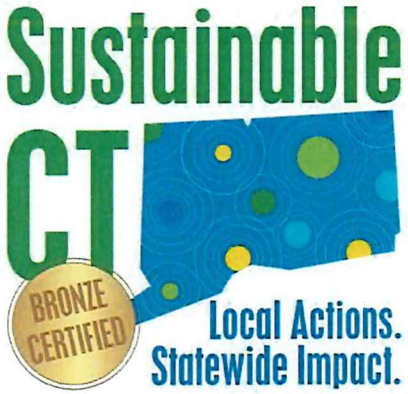
Bloomfield and Sustainable CT



Sustainable CT
Local Actions. Statewide Impact.®

How it works: In a nutshell

1. Towns complete efforts and initiatives on the SCT list of "Actions"
2. After gaining a certain number of points, a town can receive SCT Certification
3. Certification lasts for 3 years



Certification Overview

Certification Requirements	2026 Bronze Certification	2026 Silver Certification	2026 Gold Certification
Number of Equity Toolkits required to complete in Action 1.1. Optimize for Equity	1	3	4; including *ALL* actions in Category 1, Inclusive and Equitable Communities
Total Action point requirements	200	500	750
Complete at least 1 action in each of the Categories 1-12.	required	required	required

1.1 Optimize for Equity – REQUIRED for All Certification Levels

10 Points

4.2 Support Arts and Creative Culture

5 Points

8.1 Hold a Sustainability Event

5 Points

8.7 Engage with Youth on Community Sustainability

5 Points

13.1 Implement Your Own Sustainability Action

5 Points

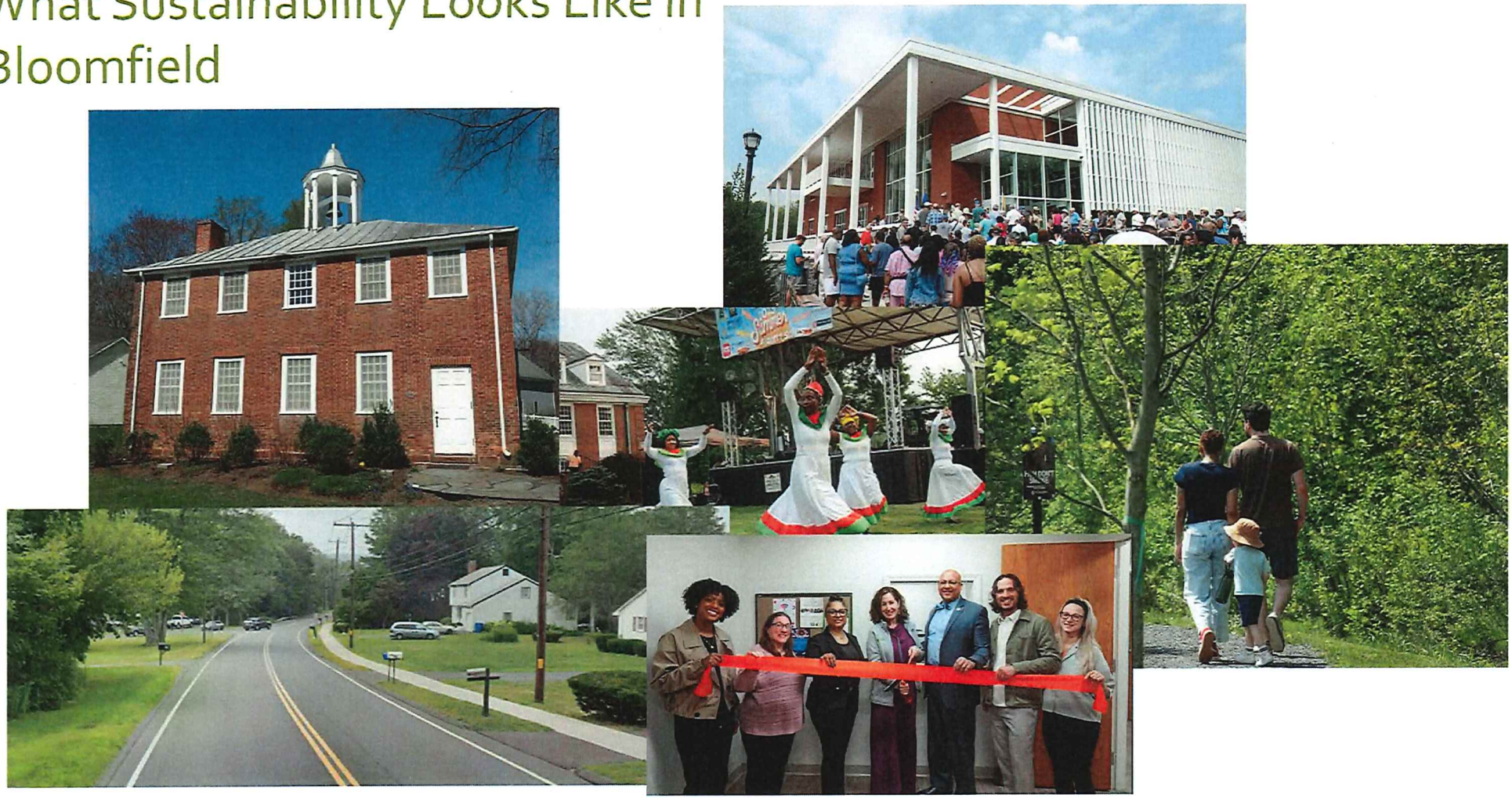
Why SCT?

- More than just "ride a bike, plant a tree"
- Investment in the long-term resiliency of the Bloomfield community
- Recognition of the achievements of town and its dedication to environmental and community stewardship
- Community Match Fund
  - Bloomfield projects have raised $22,000 (as of May 2026)

Why SCT?

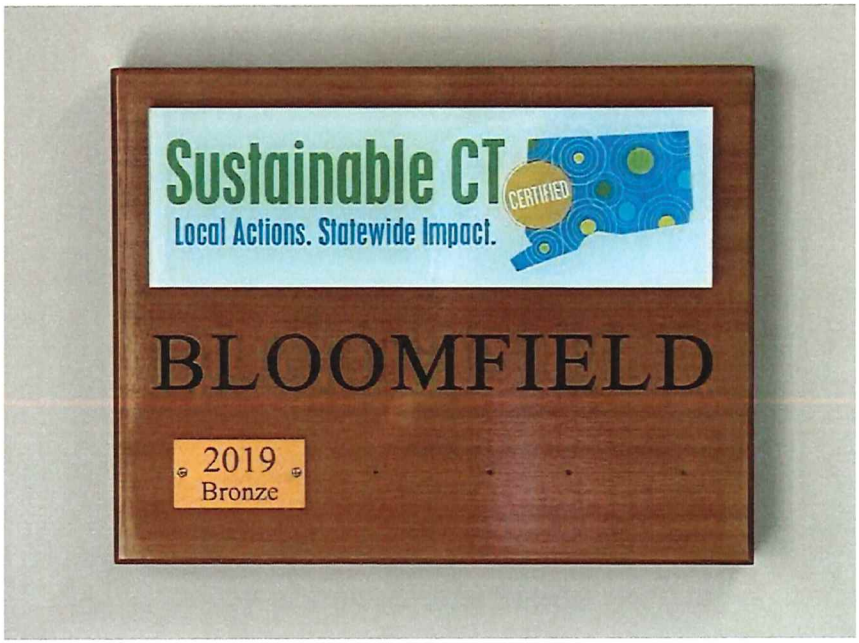
- Foster an inclusive and equitable community
- Build upon local economy
- Stewardship of Land and Natural Resources
- Promote a Vibrant Culture and Cultural Institutions
- Resiliency and Planning
- Transportation Improvements
- Renewable Energy Goals and Energy Savings
- Improved Communication with Public
- Waste Reduction
- Health, Safety, and Wellness
- Growth of Diverse and Affordable Housing Options
- Effective and Compassionate Homelessness Prevention
- Efficiency, Modernization, Innovation
- Recognition for the Town of Bloomfield
- SCT Community Match Fund

What Sustainability Looks Like in Bloomfield



In the past…

- **2018-** Per Town Council Resolution, Bloomfield became a "Registered Community"
- **2019-** Bloomfield achieved its first certification (Bronze, 240 points)
- **2023-** Bronze certification expired



In the present…

- Bloomfield has been awarded **315 points**
- 9 of our completed actions are "CT Success Stories"
- Recogntion of Bloomfield's success…

Bloomfield Messenger

Bloomfield's own weekly newspaper | June 26, 2026 | www.BloomfieldMessenger.com | Priceless | 16 pages

TOWN OF BLOOMFIELD HONORED WITH SUSTAINABLE CT CERTIFICATION



ports communities in becoming more efficient, resilient, and inclusive, recently announced this year's list of certified communities. These towns were recognized at Sustainable CT's 2026 Spring into Summer Celebration on June 11 at the Hill-Stead Museum, Farmington.

The Town of Bloomfield met high standards in a broad range of sustainability accomplishments to qualify for the prestigious Bronze-level certification.

ognition reflects longstanding com- building a strong, l welcoming com- all," said Mayor

e SUSTAINABLE page 9





In the future…

- Aim for higher certification in 2027
- Receive feedback from the community about SCT actions which they are most interested in prioritizing



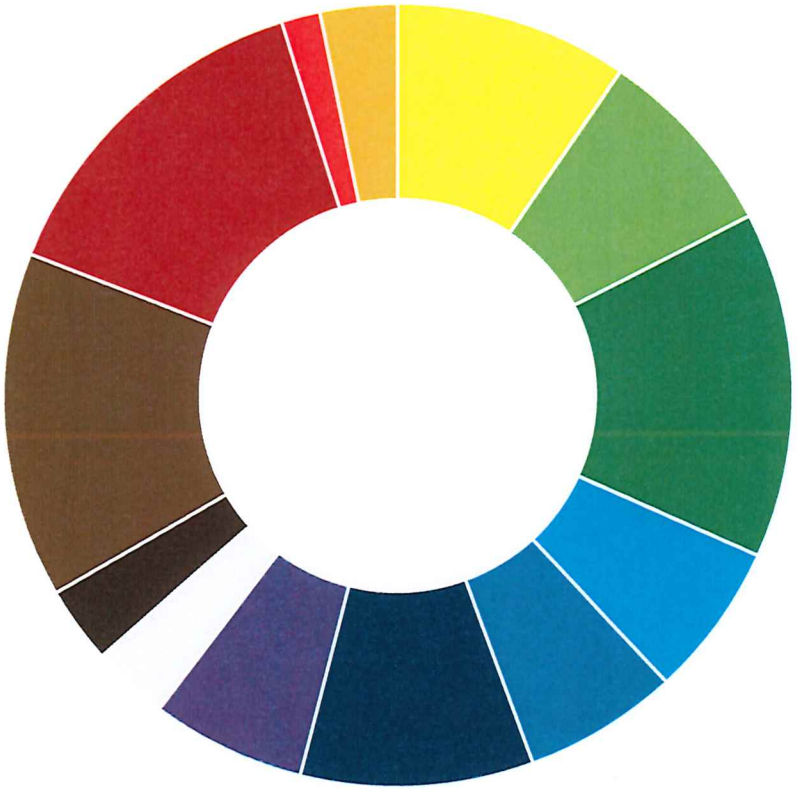


Number of Actions Completed



- Inclusive and Equitable Community Impacts (2)
- Thriving Local Economies (2)
- Well-Stewarded Land and Natural Resources (3)
- Vibrant and Creative Cultural Ecosystems (1)
- Dynamic and Resilient Planning (1)
- Clean and Diverse Transportation Systems and Choices (1)
- Renewable and Efficient Energy Infrastructure and Operations (1)
- Inclusive Engagement, Communication, and Education (1)
- Strategic Materials Management (1)
- Optimal Health and Wellness Opportunities (1)
- Healthy, Efficient, and Diverse Housing (1)
- Effective, Compassionate Homeless Prevention (1)
- Innovative Strategies and Practices (1)

Points Completed in Each Action



- Inclusive and Equitable Community Impacts (30)
- Thriving Local Economies (25)
- Well-Stewarded Land and Natural Resources (45)
- Vibrant and Creative Cultural Ecosystems (20)
- Dynamic and Resilient Planning (20)
- Clean and Diverse Transportation Systems and Choices (30)
- Renewable and Efficient Energy Infrastructure and Operations (20)
- Inclusive Engagement, Communication, and Education (10)
- Strategic Materials Management (10)
- Optimal Health and Wellness Opportunities (45)
- Healthy, Efficient, and Diverse Housing (45)
- Effective, Compassionate Homeless Prevention (5)
- Innovative Strategies and Practices (10)

How do we keep going?

- Identify efforts and initiatives already completed that qualify for SCT
- Aligning current goals with parameters of SCT actions
- Using SCT as a "roadmap"

How do we make it happen?

- Collaboration between multiple staff departments and town organizations
- Guidance from SCT
- Examples from other towns

CT Success Stories

- West Hartford - Nov 2021 Certification
- Litchfield - Oct 2024 Certification
- Milford - Oct 2024 Certification
- Bloomfield - May 2026 Certification

Questions?- Happy to chat!

Nick Gabuzda
Environmental Planner- Dept of Building and Land Use
Email: ngabuzda@bloomfieldct.gov
Phone: 860-597-2566

CONSENT AGENDA ITEMS

Consent Agenda

A. Consider and Take Action Regarding Tax Refunds

TOWN OF
BLOOMFIELD
CONNECTICUT

DEPARTMENT OF FINANCE
TAX COLLECTOR'S OFFICE

To: Alvin D. Schwapp, Jr., *Town Manager*
Sharron L. Tai-Williams, *Deputy Town Manager*

From: Ashley A. DeJesus, CCMC, CCMO, *Tax Collector*

Through: Darrell V. Hill, *Director of Finance*

Copy: Donna J. Stewart, *Deputy Director of Finance*
Teresa A. Blesso, CCMC, CCMO, *Deputy Tax Collector*

Re: **July 2026 Tax Refunds**

Date: June 23, 2026

The attached requests for property tax refunds are submitted for your review and approval in accordance with Section 12-129 of the Connecticut General Statutes.

Shown below is the reason for the refund above $1,000.00:

- Michael Guard is due to a duplicate payment.

July 2026 Tax Refunds

Customer Name	List Number	Amount Refunded
Leslie Davis	2024-04-0080924	$8.11
Michael Guard	2024-01-0004681	2,202.76
		$2,210.87

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2026-73: APPROPRIATION OF UNASSIGNED FUND BALANCE TO THE FY2027 BUDGET FOR BLOOMFIELD ACCESS TELEVISION (BATV)

Please review the attached memorandum from the Director of Finance, Darrell Hill, dated July 9, 2026, regarding the Appropriation of Unassigned Fund Balance for the Bloomfield Access Television (BATV).

Pursuant to Section 307 of the Town Charter, the attached memorandum requests an appropriation of $15,000 from the Unassigned Fund Balance to fund the relocation of Bloomfield Access Television (BATV) from the Bloomfield Public Schools to the Alvin & Beatrice Wood Human Services Center located at 330 Park Avenue. This one-time expenditure will increase the Fiscal Year 2027 Adopted Budget by $15,000.

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

Move to adopt the attached resolution

RESOLUTION

WHEREAS, the Town Council desires to provide funding in the Fiscal Year 2027 budget from the Unassigned Fund Balance for the relocation of Bloomfield Access Television (BATV) from its current location in Bloomfield Public Schools to the Alvin & Beatrice Wood Human Services Center located at 330 Park Avenue.

BE IT RESOLVED, THAT in accordance with Section 307 of the Town of Bloomfield Charter, the Fiscal Year 2027 Adopted Budget is amended to add $15,000 from the Unassigned Fund Balance.

BE IT FURTHER RESOLVED, THAT the Fiscal Year 2027 Adopted Budget for Operations & Communications is amended to increase expenditures as shown below:

Department		Amount
0121	Operations & Communications	$15,000
	(52231-Other Contractual Services)	

TOWN OF
BLOOMFIELD
CONNECTICUT

DEPARTMENT OF FINANCE

MEMORANDUM

To: Alvin D. Schwapp, Jr., *Town Manager*

From: Darrell V. Hill, *Director of Finance*

Copy: Sharron L. Tia-Williams, *Deputy Town Manager*
Donna J. Stewart, *Deputy Director of Finance*

Re: **Appropriation of Unassigned Fund Balance for Bloomfield Access Television**

Date: July 9, 2026

Under the provision of Section 307 of the Town Charter, the Town Council desires to appropriate $15,000 from the Unassigned Fund Balance to fund the relocation of Bloomfield Access Television (BATV) from Bloomfield Public Schools to the Alvin & Beatrice Wood Human Services Center located at 330 Park Avenue. This one-time expenditure will increase the Fiscal Year 2027 Adopted Budget by $15,000.

A resolution authorizing this appropriation is provided below for Council's consideration:

RESOLUTION

WHEREAS, the Town Council desires to provide funding in the Fiscal Year 2027 budget from the Unassigned Fund Balance for the relocation of Bloomfield Access Television (BATV) from its current location in Bloomfield Public Schools to the Alvin & Beatrice Wood Human Services Center located at 330 Park Avenue.

BE IT RESOLVED, THAT in accordance with Section 307 of the Town of Bloomfield Charter, the Fiscal Year 2027 Adopted Budget is amended to add $15,000 from the Unassigned Fund Balance.

BE IT FURTHER RESOLVED, THAT the Fiscal Year 2027 Adopted Budget for Operations & Communications is amended to increase expenditures as shown below:

Department		Amount
0121	Operations & Communications *(52231-Other Contractual Services)*	$15,000

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for
Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2026-74: APPROPRIATION OF UNASSIGNED FUND BALANCE TO THE FY2027 BLOOMFIELD CHAMBER OF COMMERCE

Please review the attached memorandum from the Director of Finance, Darrell Hill, dated July 9, 2026, regarding the Appropriation of Unassigned Fund Balance for the Bloomfield Chamber of Commerce.

Pursuant to Section 307 of the Town Charter, the attached memorandum requests an appropriation of $7,500 from the Unassigned Fund Balance to support the Bloomfield Chamber of Commerce's engagement and support of the Town's business community. This one-time expenditure will increase the Fiscal Year 2027 Adopted Budget by $7,500.

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

Move to adopt the attached resolution

RESOLUTION

WHEREAS, the Town Council desires to provide additional funding in the FY2027 budget from the Unassigned Fund Balance to support the Bloomfield Chamber of Commerce's engagement and support of the Town's business community.

BE IT RESOLVED, THAT in accordance with Section 307 of the Town of Bloomfield Charter, the Fiscal Year 2027 Adopted Budget is amended to add $7,500 from the Unassigned Fund Balance.

BE IT FURTHER RESOLVED, THAT the Fiscal Year 2027 Adopted Budget for Operations & Communications is amended to increase expenditures as shown below:

Department		**Amount**
0121	Operations & Communications	$7,500
	(52231-Other Contractual Services)	

TOWN OF
BLOOMFIELD
CONNECTICUT

DEPARTMENT OF FINANCE

MEMORANDUM

To: Alvin D. Schwapp, Jr., *Town Manager*

From: Darrell V. Hill, *Director of Finance*

Copy: Sharron L. Tia-Williams, *Deputy Town Manager*
Donna J. Stewart, *Deputy Director of Finance*

Re: **Appropriation of Unassigned Fund Balance for the Bloomfield Chamber of Commerce**

Date: July 9, 2026

Under the provision of Section 307 of the Town Charter, the Town Council desires to appropriate $7,500 from the Unassigned Fund Balance to provide funding to support the Bloomfield Chamber of Commerce's engagement and support of the Town's business community. This one-time expenditure will increase the Fiscal Year 2027 Adopted Budget by $7,500.

A resolution authorizing this appropriation is provided below for Council's consideration:

RESOLUTION

WHEREAS, the Town Council desires to provide additional funding in the FY2027 budget from the Unassigned Fund Balance to support the Bloomfield Chamber of Commerce's engagement and support of the Town's business community.

BE IT RESOLVED, THAT in accordance with Section 307 of the Town of Bloomfield Charter, the Fiscal Year 2027 Adopted Budget is amended to add $7,500 from the Unassigned Fund Balance.

BE IT FURTHER RESOLVED, THAT the Fiscal Year 2027 Adopted Budget for Operations & Communications is amended to increase expenditures as shown below:

Department		Amount
0121	Operations & Communications *(52231-Other Contractual Services)*	$7,500

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for
Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2026-75: APPROPRIATION OF UNASSIGNED FUND BALANCE TO THE FY2027 BLOOMFIELD FARMER'S MARKET

Please review the attached memorandum from the Director of Finance, Darrell Hill, dated July 9, 2026, regarding the Appropriation of Unassigned Fund Balance for the Bloomfield Farmer's Market.

Pursuant to Section 307 of the Town Charter, the attached memorandum requests an appropriation of $30,000 from the Unassigned Fund Balance to provide funding to support the Bloomfield Farmer's Market. This one-time expenditure will increase the Fiscal Year 2027 Adopted Budget by $30,000.

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

Move to adopt the attached resolution

RESOLUTION

WHEREAS, the Town Council desires to provide funding in the Fiscal Year 2027 budget from the Unassigned Fund Balance to support the Bloomfield Farmer's Market.

BE IT RESOLVED, THAT in accordance with Section 307 of the Town of Bloomfield Charter, the Fiscal Year 2027 Adopted Budget is amended to add $30,000 from the Unassigned Fund Balance.

BE IT FURTHER RESOLVED, THAT the Fiscal Year 2027 Adopted Budget for Operations & Communications is amended to increase expenditures as shown below:

Department		**Amount**
0121	Operations & Communications	$30,000
	(52231-Other Contractual Services)	

TOWN OF
BLOOMFIELD
CONNECTICUT

DEPARTMENT OF FINANCE

MEMORANDUM

To: Alvin D. Schwapp, Jr., *Town Manager*

From: Darrell V. Hill, *Director of Finance*

Copy: Sharron L. Tia-Williams, *Deputy Town Manager*
Donna J. Stewart, *Deputy Director of Finance*

Re: **Appropriation of Unassigned Fund Balance for the Bloomfield Farmer's Market**

Date: July 9, 2026

Under the provision of Section 307 of the Town Charter, the Town Council desires to appropriate $30,000 from the Unassigned Fund Balance to provide funding to support the Bloomfield Farmer's Market. This one-time expenditure will increase the Fiscal Year 2027 Adopted Budget by $30,000.

A resolution authorizing this appropriation is provided below for Council's consideration:

RESOLUTION

WHEREAS, the Town Council desires to provide funding in the Fiscal Year 2027 budget from the Unassigned Fund Balance to support the Bloomfield Farmer's Market.

BE IT RESOLVED, THAT in accordance with Section 307 of the Town of Bloomfield Charter, the Fiscal Year 2027 Adopted Budget is amended to add $30,000 from the Unassigned Fund Balance.

BE IT FURTHER RESOLVED, THAT the Fiscal Year 2027 Adopted Budget for Operations & Communications is amended to increase expenditures as shown below:

Department		Amount
0121	Operations & Communications	$30,000
	(52231-Other Contractual Services)	

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for
Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2027-01: CONNECTICUT STATE LIBRARY HISTORICAL PRESERVATION GRANT

Please review the attached memorandum dated July 6, 2026, from the Town Clerk, Andrea DiStephan, which provides detailed information regarding the Connecticut State Library Historical Preservation Grant.

The Town Clerk completed an application to address the significant volume of unmanaged municipal records currently stored in the records room of the Town Clerk's Office. As a result of the application, the Town has been awarded a FY2027 Targeted Grant for $6,000 to support the implementation of a municipal records management project.

The grant will fund the services of Kathy Lidbeck, an experienced archivist and records management specialist, to evaluate, organize, and assess the records. However, the project will identify permanent historical records requiring preservation, determine records eligible for lawful destruction in accordance with the Connecticut municipal records retention schedules, and assist in establishing an organized records management program.

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

> *Move to accept the FY2027 Connecticut State Library Historic Documents Preservation Program Target Grant of $6,000 and authorize the Town Manager to execute the grant contract on behalf of the Town of Bloomfield, allowing the Town Clerk's Office to proceed with the records management project as approved by the Connecticut State Library.*

Background Memorandum

To: Alvin D. Schwapp, Jr., Town Manager
From: Andrea DiStephan, Town Clerk
Date: 07/06/2026
Subject: CT State Library Historical Preservation Grant

Background

The Connecticut State Library, through its Historic Documents Preservation Program (HDPP), has awarded the Town of Bloomfield a FY2027 Targeted Grant in the amount of $6,000 to support the implementation of a municipal records management project. The grant was awarded based upon an application submitted by the Town Clerk's Office to address the significant volume of unmanaged municipal records currently stored in the records rooms located across the hall from the Town Clerk's Office.

The grant will fund the services of Kathy Lindbeck, an experienced archivist and records management specialist, to evaluate, organize, and assess these records. The project will identify permanent historical records requiring preservation, determine records eligible for lawful destruction in accordance with the Connecticut Municipal Records Retention Schedules, and assist in establishing an organized records management program.

The Connecticut State Library has provided a grant contract requiring execution by the Town in order for grant funds to be released. The contract period extends through June 30, 2027.

Analysis

Over time, the Town Clerk's Office accumulated records from various municipal departments, including records that were more appropriately maintained elsewhere. As records continued to be added, some exceeded their required retention periods, and the storage areas lacked a comprehensive organizational and records management system. As a result, the storage rooms contain numerous banker boxes and other records that have accumulated without consistent organization, inventory, or evaluation. The collection includes, but is not limited to, budgets, election materials, meeting minutes, foreclosure records, grantor/grantee books, daybooks, correspondence, annual reports, paid invoices, and other municipal records spanning multiple retention classifications.

This project represents an important first step toward implementing a comprehensive records management program. Ms. Lindbeck will:

- Identify permanent, historical, confidential, and long-term retention records requiring preservation.

- Identify records and non-record materials eligible for disposal.
- Work with municipal departments to determine record ownership and retention requirements.
- Prepare disposal authorization requests for submission to the Connecticut Public Records Administrator.
- Recommend improved methods for organizing, storing, and preserving municipal records.
- Provide guidance regarding appropriate preservation equipment and long-term storage practices.

Completion of this project will improve compliance with state records retention requirements, preserve historically significant municipal records, reclaim valuable storage space, and establish a stronger foundation for future records management initiatives.

Financial Impact

The Connecticut State Library has awarded the Town a $6,000 grant, which will fully fund the consultant services described in the project proposal. The consultant will provide services at a rate of $50 per hour, not to exceed the grant award amount. Any expenses exceeding the grant award would be the responsibility of the Town; however, no local funding is anticipated.

Legal Considerations

Execution of the grant contract authorizes the Town to participate in the Connecticut State Library Historic Documents Preservation Program and receive grant funding. The Town must complete the project by June 30, 2027, expend grant funds in accordance with the approved project budget, and submit the required Project Evaluation/Expenditure Report by September 1, 2027. The project must also comply with all applicable Connecticut records retention laws and State Library grant requirements.

Alternatives

Decline the grant award, resulting in the loss of $6,000 in state funding and postponement of this important records management initiative until another funding source becomes available.

Attachments

Completed Grant Application
Proposal
Grant Contract

Recommendations

It is recommended that the Town Council accept the FY2027 Connecticut State Library Historic Documents Preservation Program Targeted Grant in the amount of $6,000 and authorize the Town Manager to execute the grant contract on behalf of the Town of Bloomfield, allowing the Town Clerk's Office to proceed with the records management project as approved by the Connecticut State Library.

APPLICATION
TARGETED GRANT FY 2027
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2026)

STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at https://portal.ct.gov/csl/departments/public-records/municipal-program/hdpp

Name of Municipality:
Use full municipality name, ie 'Town of ' or 'City of ' Town of Bloomfield

Name of Municipal CEO: Alvin D. Schwapp, Jr **Title:** Town Manager

Phone with Area Code: 860-769-3500

Email: aschwapp@bloomfieldct.gov

Name of Town Clerk: Andrea DiStephan **Title:** Town Clerk

Phone with Area Code: 860-769-3506

Email: adistephan@bloomfieldct.gov **Check if Designated Applicant:** ☑

TC Mailing Address: 800 Bloomfield Avenue, Bloomfield, CT 06002

MCEO Address if Different:

Grant Application Deadline: ☑ Cycle 1: April 30, 2026 ☐ Cycle 2: September 30, 2026

Grant Contract Period: The contract period begins after July 1, 2026 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2027.

Maximum Grant Allowed:

$4,000	Small Municipality	Population less than 20,000
$6,000	Medium Municipality	Population between 20,000 and 69,999
$9,000	Large Municipality	Population of 70,000 or greater

Amount Requested: $ 6,000

Grant Category(ies):
☑ Inventory and Planning
☐ Program Development
☐ Preservation/Conservation
☐ Organization and Indexing
☐ Storage and Facilities
See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. **Consultants/Vendors** (Total cost for all consultants and vendors)	$ 6,000.00	$	$ 6,000.00
2. **Equipment** (Total cost for eligible items, i.e. shelving)	$	$	$
3. **Supplies** (Total cost for eligible items, i.e. archival supplies)	$	$	$
4. **Town Personnel Costs** (Total cost for all town personnel)	[1]$	[2]$	$
5. **Other** (Please specify on a separate sheet; rarely used)	$	$	$
6. **TOTAL**	$ 6,000.00	$	$ 6000.00

[1] Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
[2] Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer**. If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines for instructions under Preservation/Conservation on **Page 9**. For **scanning and vital records projects**, also address and acknowledge requirements – see Guidelines for instructions under Digital Imaging (Scanning) Projects and Vital Records Projects on **Page 9.**

2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines for instructions under Town Personnel Costs on **Page 12**.

3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.

4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).

5. **Attach supporting documents.** For **vendors:** provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, Andrea DiStephan, the Town Clerk, as the agent for making the above application.

Signature of MCEO

4/29/2026
Date

Alvin D Schwapp Jr - Town Manager
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.
If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2027 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

4/30/2026
Date (*must be same as or later than above date*)

Andrea DiStephan - Town Clerk
Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: $_____ Grant Number: _____-_____-_____

_____
Signature of Public Records Administrator

_____
Date

Completed applications should be submitted by email to CSL.HDPP@ct.gov.

Narrative Page & Supporting Documents - Bloomfield

Answer on an attached page. Number each question and answer. If applying for more than one project, questions 1 through 3 must address each project separately and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b. Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. Describe the project. State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines for instructions under Preservation/Conservation on Page 9. For scanning and vital records projects, also address and acknowledge requirements – see Guidelines for instructions under Digital Imaging (Scanning) Projects and Vital Records Projects on Page 9.

Grant funding will allow the Town to retain a records management specialist to review, organize, and assess these records. The project will identify records that must be permanently preserved and records eligible for disposition in accordance with the applicable records retention schedules. This work is necessary to improve records management, preserve historically valuable materials, and reclaim needed municipal storage space.

2. Provide vendor/personnel info & timeframe. For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines for instructions under Town Personnel Costs on Page 12.

Following grant approval and authorization to proceed, records management specialist Kathy Lindbeck will work with the Bloomfield Town Clerk's Office throughout the grant period. All work will be completed by June 30, 2027.

3. State what will be accomplished. Explain how the project will impact the records, the office and/or the municipality.

With the assistance of Kathy Lindbeck, the Town will gain a clearer understanding of the records currently stored in banker boxes and unmanaged storage areas. This project will allow the Town to properly preserve records of continuing value and lawfully destroy records that have met retention requirements.

The project will also improve overall records management practices, clarify custodial responsibilities, and reduce the longstanding practice of the Town Clerk's office serving as the default storage location for all municipal records. In addition, the project will create much-needed space within Town Hall.

4. Provide a detailed budget. If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).
N/A

5. Attach supporting documents. For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Supporting documentation is included.

Katherine Lindbeck
91 Wakefield Street
Hamden, CT 06517
203-823-7486
k.lindbeck@sbcglobal.net

Andrea DiStephan
Town Clerk
800 Bloomfield Avenue
Bloomfield, CT 06002-0337

Bloomfield Records Management Project Proposal

The Bloomfield Town Clerk's office includes a vault and a storage room. The storage room with multiple closets is the focus of the project. The room contains, among other things, budgets, election material, minutes, foreclosures, Grantor/Grantee books, Daybooks, town clerk correspondences, paid invoices, and annual reports. The room is not organized, but a basic inventory has been made.

The material includes records that have exceeded their retention period as defined by the Connecticut Office of Public Records Administrator and no longer have any administrative, legal, financial, or historical value to the town. Removing obsolete records will open space and allow for better organization of the remaining records.

Scope of Work:

- Identify all permanent, historical, and long-term retention/confidential records and separate them in preparation for more appropriate long-term storage.
- Identify all non-record materials and record materials that have exceeded their record period.
- Identify the custodian of each record series to determine the functional value and possible preservation of record materials that have exceeded their retention period.
- Meet with departmental staff and collaborate with them to resolve questions relating to the disposal or preservation of non-permanent records.
- Prepare "Disposal Authorization Requests" (RC-075) for obsolete records to be submitted to the Public Records Administrator's Office for the State of Connecticut. Disposal requests will only be prepared for documents that have exceeded their retention periods and documents will only be destroyed following the approval by the Public Records Administrator.

- Advise the town regarding the destruction, by appropriate means, of materials approved for disposal.

- Advise the town regarding the organization and management of specific record series to facilitate their storage and retrieval.

- Advise the Town Clerk about the most appropriate equipment and methods of preserving historical and long-term retention materials.

Schedule of Work: Work is to be performed at the Bloomfield Town Hall beginning on or after September 1, 2026, and end before June 30, 2027, and according to a schedule agreed upon by Ms. Lindbeck and the Town Clerk.

Fee for Services: The services described above will be provided at the rate of $50.00 per hour for a total cost of $6000.00. Ms. Lindbeck will provide reports as required. Time will be charged for on-site work, travel time, telephone, and e-mail communications. Time for off-site work will only be charged with the prior approval of the Town Clerk. Bills for professional services will be prepared monthly.

Experience: I have enclosed a copy of my resume for your information.

References: Available upon request.

Katherine Lindbeck — April 29, 2026

Katherine Lindbeck — Date

KATHERINE LINDBECK

Hamden, CT **k.lindbeck@sbcglobal.net** **203.823.7486**

EDUCATION

Master of Science in Library & Information Science, **Simmons University**, Boston, MA, 2019
Master of Science in Computer Science, **University of New Haven**, West Haven, CT
Bachelor of Arts, Cum Laude in Mathematics, **Gettysburg College**, Gettysburg, PA

PROFESSIONAL EXPERIENCE

Records Management Services **September 2019 - Present**

- Provide Records Management consulting services on a contractual basis for municipalities including setting up long-term record management systems, disposing of outdated documents, ensuring state records management standards are followed, and preparing Records Management Surveys to effectively manage the records and the information they contain.
- Recent clients include North Haven, Wilton, Old Saybrook, CT.

Hamden Historical Society History Room, Hamden, CT

Archivist **September 2018 – Present**

- Appraise donations according to the collection development policy.
- Arrange and describe archival collections according to best professional practices, including assessing content for preservation concerns.
- Supervise and train six volunteers, including establishing work schedule and ensuring quality and security compliance.
- Provide on-site and remote reference services.

Intern **September 2017 – August 2018**

- Assisted Archivist in identifying and applying for grant-funded assistance through Connecticut State Library Conservation Connection Finding Aid Project.
- Created Hamden Families finding aid following archival standards and using encoded archival description (EAD).

Connecticut Digital Archives, Storrs, CT **September – December 2018**

Intern

- Normalize MODS metadata and upload to Digital Library of America.
- Install and use open-source metadata aggregation software, Combine.

Connecticut State Library – State Archives, Hartford, CT **February – September 2017**

Intern

- Processed Kent T. Healy papers following archival standards and created finding aid using encoded archival description (EAD).

CORE TECHNOLOGIES SOFTWARE AND LANGUAGE

- DACS, EAD, MODS, Dublin Core, METS
- Archivists' Toolkit, Omeka, WordPress
- Knowledgeable about scanning resolution standards
- Python, Linux scripting, HTML, XML
- Microsoft Office Suite, SQL databases

PROFESSIONAL ORGANIZATIONS

- Society of American Archivists
- New England Archivists
- Connecticut League of Museums

Sikorsky Aircraft, Stratford, CT **1997 - 2014**

Staff Software Engineer (Simulation Software Integration)

- Developed, integrated, and tested complex simulations for variety of military avionics subsystems and platforms, in both existing and new applications.
- Integrated simulation in Systems Integration Lab (SIL) with unfamiliar hardware and software with minimal support and met customers testing schedule.
- Designed customized Graphical User Interface (GUI) with unique features of color and labels which alerted the user to incorrect data and algorithm issues. Allowed user to read large amounts of data more efficiently and reduced testing time.
- Managed lab facilities schedule and resolved schedule conflicts for customers booking labs. Customized an online simulation scheduling tool which allowed customers to share computer resources between labs. Held meetings to develop look ahead schedule which improved efficiency during periods of heavy use.
- Process Improvement: Participated in process improvement team for 8 years. Participated and lead teams for Market Feedback Analysis, Root Cause Analysis, Mistake Proofing, Current and Future State Maps. Championed Standard Work.

Software Engineer (Ground Test Instrumentation Design) **1982 - 1997**

Historic Documents Preservation Program
Connecticut State Library
Hartford, Connecticut 06106

GRANT CONTRACT

Targeted Grant FY 2027, Cycle 1 — Grant # 011-PD-27

This contract made between the State of Connecticut, Connecticut State Library (hereinafter "State Library") and the **Town of Bloomfield** (hereinafter "Contractor") pursuant to C.G.S. §§ 11-8i through 11-8n, inclusive.

WHEREAS, the State Library's Office of the Public Records Administrator administers the Historic Documents Preservation Grant Program ("Program") for the purpose of preserving and managing historic documents;

WHEREAS, all Connecticut municipalities are eligible to apply for a Targeted Grant ("Grant") from this Program; and

WHEREAS, the Contractor is a municipality;

NOW THEREFORE, in consideration of the aforesaid and the mutual promises hereinafter contained the parties do hereby agree as follows:

1. The State Library hereby authorizes a Grant for an amount not to exceed **$6,000.00** (hereinafter "Grant Funds"), for the following (hereinafter referred to as the "Project") as approved in the municipality's Targeted Grant Application on **June 30, 2026,** on file at the State Library:

   A. Implementation of a records management plan.

2. **The approved Project Budget is as follows:**

	Expense Type	Funds Approved
1.	Consultants/Vendors	$ **6,000.00**
2.	Equipment	$
3.	Supplies	$
4.	Town Personnel Costs	$
5.	Other (specify)	$
6.	TOTAL	$ **6,000.00**

   The Contractor is responsible for any Project expenses greater than the Grant Funds.

3. **Contract Period.** The Contractor shall complete the Project and expend the Grant Funds as described in the Project Budget within the contract period. The contract period is from **July 1, 2026, or the date of approval of this contract by the State Librarian or, if applicable, the Connecticut Attorney General, whichever is later,** through **June 30, 2027**. Any Grant Funds remaining unexpended on **June 30, 2027**, must be returned to the State Library with the *Project Evaluation/Expenditure Report.*

4. **Payment.** The State of Connecticut shall assume no liability for payment of services under the terms of this contract until the Contractor is notified that this contract has been approved. Payment to the Contractor shall be processed within 45 days of approval of this contact, or within 45 days of the first day of this contract period, whichever is later.

5. **Contract Amendment.** To request approval for a change to the Grant's purpose, methodology, budget and/or completion deadline, the Contractor shall submit an *Amendment Request Form*, available on request from the State Library, to the State Library at least two (2) months prior to the then-current end of the contract period. (a) The State Library must approve any changes to the Grant's purpose and/or methodology which are deemed significant by the State Library. (b) The State Library must approve any budget reallocation that exceeds ten percent (10%) of the total Grant Funds. The Contractor may reallocate up to ten percent (10%) of the total Grant Funds among line items contained in the approved Project Budget as detailed in Paragraph 2 of this contract without prior approval. (c) The State Library must approve any extension to the completion deadline. The Contractor must notify the State Library immediately if difficulties arise that could affect the timely completion of all grant work and expenditures. Extensions are at the sole discretion of the State Library and will not be considered except in the most extenuating situations beyond the municipality's control.

6. **Final Report.** The Contractor shall submit a *Project Evaluation/Expenditure Report*, available on the State Library website at ctstatelibrary.org, for receipt at the State Library by **September 1, 2027**. Failure to submit a completed *Project Evaluation/Expenditure Report* for receipt by the due date may result in termination of the Grant and the requirement that the Contractor return the full Grant Funds, as well as loss of eligibility for the next grant cycle. This filing deadline shall not be extended. Financial and other supporting documentation for the grant must be maintained by the municipality as part of the grant file in accordance with the municipal records retention schedules.

7. **Insurance.** The Contractor agrees that while performing services specified in this contract that it shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the State of Connecticut from any insurable claim whatsoever. If requested, certificates of such insurance shall be filed with the State Library prior to the performance of services.

8. **Indemnification.** The Contractor agrees to indemnify and hold the State, its officials, agents, and employees harmless from and against any and all claims, suits, actions, costs, and damages resulting from the negligent performance or non-performance by the Contractor or any of its officials, agents, or employees of the Contractor's obligations under this agreement. It is further understood that such indemnity shall not be limited by any insurance coverage which is required herein Paragraph 7.

9. **Audit Requirements for State Grants.** For purposes of this clause, the word "Contractor" shall be read to mean "nonstate entity," as that term is defined in C.G.S. § 4-230. The Contractor shall provide for an annual financial audit acceptable to the State Library for any expenditure of State-awarded funds made by the Contractor. Such audit shall include management letters and audit recommendations. The State Auditors of Public Accounts shall have access to all records and accounts for the fiscal year(s) in which the award was made. The Contractor will comply with federal and State single audit standards as applicable.

10. **Inspection of Work Performed.** (a) The State Library or its authorized representative shall at all times have the right to enter into the Contractor's or subcontractor's premises, or such other places where duties under this Contract are being performed, to inspect, to monitor or to evaluate the work being performed in accordance with C.G.S. § 4e-29 to ensure compliance with this contract. The Contractor and all subcontractors must provide all reasonable facilities and assistance to State Library representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. Written evaluations pursuant to this paragraph shall be made available to the Contractor. (b) The Contractor must incorporate this section verbatim into any contract it enters into with any subcontractor providing services under this contract.

11. **Refund.** The Contractor shall refund any amounts found to be owing to the State as a result of an error or the discovery of any fraud, collusion, or illegal actions and shall make such refund within thirty (30) days from the notice in writing by the State. In the event that the Contractor fails to make such refund,

the State shall deduct such amount from any current or future sums owing to the Contractor on the part of the State from any source or for any purpose whatsoever.

12. **Governing Law.** This contract and the rights and obligations of the parties hereunder shall be governed by, and construed in accordance with, the laws of the State of Connecticut.

13. **Assignment.** The Contractor shall not assign any of its rights or obligations or sublet under this contract, voluntarily or otherwise, in any manner without the prior written consent of the State Library. The State Library may void any purported assignment in violation of this paragraph and declare the Contractor in breach of contract. Any cancellation by the State Library for a breach is without prejudice to the State Library or the State's rights or possible claims.

14. **Claims Against the State.** The sole and exclusive means for the presentation of any claim against the State arising from this contract shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Contractor further agrees not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

15. **Executive Orders and Other Enactments.**

    (a) All references in this Contract to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation or code (collectively, "Enactments") shall mean Enactments that apply to the Contract at any time during its term, or that may be made applicable to the Contract during its term. This Contract shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. Unless otherwise provided by Enactments, the Contractor is not relieved of its obligation to perform under this Contract if it chooses to contest the applicability of the Enactments or the State Library's authority to require compliance with the Enactments.

    (b) This Contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of this Contract as if they had been fully set forth in it.

    (c) This Contract may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; and (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04. If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of this Contract as if fully set forth in it.

16. **Termination.** The State may terminate this contract upon thirty (30) days written notice to the Contractor if the Contractor fails to comply with this contract or time schedules to the satisfaction of the State. In the event of such a termination, the State shall not be responsible for any future payments to the Contractor, and the State may recover any payments already made to the Contractor by any available means, including the withholding of grants of funds otherwise due the Contractor from the State.

17. **Sovereign Immunity.** The parties acknowledge and agree that nothing in this contract shall be construed as a modification, compromise or waiver by the State of any rights or defenses of any immunities provided by Federal law or the laws of the State of Connecticut to the State or any of its officers and employees, which they may have had, now have or will have with respect to all matters arising out of this contract. To the extent that this section conflicts with any other section, this section shall govern.

18. **Entire Agreement.** This written contract shall constitute the entire agreement between the parties and no other terms and conditions in any document, acceptance or acknowledgment shall be effective or binding unless expressly agreed to in writing by the State Library. This contract may not be changed other than by a formal written contract amendment signed by the parties hereto and approved by the Connecticut Attorney General, if applicable. This contract shall be binding upon and shall inure to the benefit of the Contractor and its successors.

IN WITNESS WHEREOF, the parties have executed this Contract by their duly authorized representatives with full knowledge of and agreement with its terms and conditions.

Municipality:

Signature of Municipal CEO, duly authorized

Date

Name *(Print Clearly)*

Title *(Print Clearly)*

Municipality *(Use "City of__" or "Town of__" Format)*

Email

Municipality Mailing Address *(Print Clearly)*

Connecticut State Library:

Deborah E. Schander, State Librarian

Date

For STATE LIBRARY Use Only:

Fund	Department	SID	Program	Account	Project	Budget Ref.
12060	CSL66094	35150	73001	55070	CSL_NonProject	2027

Rev. 6/2026

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for
Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2027-02: HIRING OF A VACANT INFORMATION TECHNOLOGY & INNOVATION POSITION – INFORMATION TECHNOLOGY (IT) ANALYST II

Please review the attached memorandum dated July 8, 2026, from the Director of the Information Technology & Innovation Department.

The memorandum provides the Town Council with detailed information regarding the unexpected resignation of an IT Analyst II and the critical need to promptly fill the vacant position due to its significant operational responsibilities.

The vacancy has created a substantial operational gap within the department. Remaining IT staff have assumed responsibility for essential functions, including daily infrastructure monitoring, backup verification, cybersecurity alert response, vulnerability remediation, endpoint compliance, software deployment, infrastructure maintenance, disaster recovery planning, and technical support for municipal departments.

Should the Town Council wish to proceed, the following motion will be in order:

> *Move to authorize the Information Technology & Innovation Department to immediately recruit for and fill the vacant Information Technology (IT) Analyst II position.*

Background Memorandum

To: Alvin D. Schwapp, Jr., Town Manager
From: Warren Plummer, Director of Information Technology & Innovation
Date: 7/8/2026
Subject: Hiring of Vacant Information Technology & Innovation Position – IT Analyst II

Background

The Information Technology Department recently experienced the unexpected resignation of the IT Analyst II. This existing position is responsible for enterprise infrastructure administration, cybersecurity operations, endpoint management, server administration, disaster recovery, and advanced technical support. The role maintains the Town's Nutanix environment, Cohesity backup platform, Windows Server infrastructure, Active Directory, DNS/DHCP, network infrastructure, patch management, security monitoring, and technical documentation.

Analysis

The vacancy has created a significant operational gap. Remaining IT staff have absorbed responsibilities include daily infrastructure monitoring, backup verification, cybersecurity alert response, vulnerability remediation, endpoint compliance, software deployment, infrastructure maintenance, disaster recovery planning, and support for municipal departments. While service continuity has been maintained, the additional workload is not sustainable and increases operational risk, delays projects, and reduces proactive cybersecurity efforts. Given the competitive market for experienced IT professionals, immediate recruitment is in the Town's best interest.

Financial Impact

The IT Analyst II is an existing budgeted position. Filling the vacancy does not require a new position or additional staffing authorization. Delaying recruitment may result in increased overtime, project delays, greater reliance on outside consultants, and increased risk associated with deferred maintenance and cybersecurity exposure.

Legal Considerations

Maintaining adequate IT staffing supports the Town's ability to protect sensitive municipal information, maintain access controls, perform timely security patching and monitoring, support disaster recovery, and meet applicable regulatory, contractual, and records management obligations.

Alternatives

1. Approve immediate recruitment (recommended).

2. Delay recruitment and continue redistributing responsibilities among existing staff.

3. Utilize temporary or contracted technical services until a permanent employee is hired, recognizing the higher costs and reduced institutional knowledge associated with that option.

Recommendation

Authorize the Information Technology Department to immediately recruit and fill the vacant IT Analyst II position. Prompt approval will restore operational capacity, strengthen cybersecurity, reduce organizational risk, and ensure continued reliable technology services for all Town departments' initiative.

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for
Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2027-03: SECURITY ENHANCEMENTS FOR TOWN HALL

The purpose of this memorandum is to request the Town Council's authorization for the Town Manager to implement appropriate security enhancements at the Town Hall building.

As the primary municipal facility serving residents, employees, elected officials, and visitors, Town Hall must provide a safe and secure environment for conducting municipal business. Recent assessments of the building's operations have identified opportunities to improve the overall security of the facility.

Potential enhancements may include, but are not limited to:

- Installation or replacement of security equipment
- Improvements to access control systems
- Visitor management procedures
- Security cameras and monitoring equipment
- Door locking and entry systems
- Emergency communication devices for areas that do not have
- Safety signage and wayfinding
- Other security improvements deemed necessary to protect Town employees, officials, residents, and municipal assets

Because security needs may evolve and certain measures should not be publicly discussed in detail for safety reasons, it is in the Town Council's best interest to authorize the Town Manager to determine, procure, and implement appropriate security improvements as circumstances warrant, subject to available appropriations and all applicable purchasing policies and procurement requirements.

Providing this authority will allow the Town to respond promptly to identified security concerns, emerging threats, and operational needs while maintaining appropriate oversight through the Town's established administrative and financial procedures.

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

> *Move to authorize the Town Manager to implement and administer appropriate security enhancements for the Town Hall building, including the procurement of equipment, services, and related improvements necessary to enhance the safety and security of Town facilities, employees, elected officials, and the public, in accordance with approved funding and applicable purchasing policies.*

TO: Town Councilors

FROM: Sharron L. Tai-Williams, Deputy Town Manager for
Alvin D. Schwapp, Jr., Town Manager

DATE: July 9, 2026

RE: FY 2027-04: TOWN COUNCIL MEETINGS SUMMER RECESS

Traditionally, Council cancels the second meeting in July and August. If you wish to follow this tradition, the following motion will be in order:

Move that the regularly scheduled meeting of July 27, 2026 and August 24, 2026 be cancelled.