

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

Monday, January 12, 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_qKD4oRqISXiy2sLUh674zA

YouTube:

<https://youtube.com/live/kPZHrhRSvgc?feature=share>

PUBLIC HEARING

The purpose of this public hearing is to solicit public input on revisions to
Chapter 19 (Oversized Restrictions Ordinance), Sections 19-65 through 19-73
in the Town of Bloomfield.

A copy of the draft ordinance is available in the Town Clerk's Office for public inspection

AGENDA

- I. Pledge of Allegiance
- II. Roll Call
- III. Announcements and Presentations
 - A. Presentation – Citation: recognition of resident student athlete, Maeve Staunton
 - B. Presentation – Town of Bloomfield's Standard & Poors Credit Rating
- 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

VI. Council Business

Consent Agenda:

A. Approval of Minutes

- September 25, 2025 – Special Meeting
- December 8, 2025

B. Consider and Take Action Regarding Tax Refunds

Old Business

2026-14: Consider and Take Action Regarding Staffing a Senior Accountant Position for the Department of Finance

2026-32: Consider and Take Action Regarding Proposed Revisions of Oversized Vehicle Traffic Ordinance, Sections 19-65 through 19-73 of the Bloomfield Code of Ordinances

New 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

VII. Report from the Town Manager

VIII. Report from the Mayor

IX. Council Comments

X. Executive Session

(Per Freedom of Information Commission (FOIC) ruling, Executive Session matters must be itemized on public agendas)

A. Update on Pending Claims and Litigations

- Los Cabos II Equity LLC v. Town of Bloomfield, Et Al
- Kirton, Rickford v. Wong, Danielle, Et Al
- Taylor, Wendy v. Town of Bloomfield

XI. Adjournment

TOWN OF BLOOMFIELD

NOTICE OF PUBLIC HEARING

The Bloomfield Town Council will conduct a public hearing on **Monday, January 12, 2026 at 7:00 p.m.** The in-person meeting location will be held at the Bloomfield Town Hall, Council Chambers, 800 Bloomfield Avenue, Bloomfield, Connecticut. Remote attendees can join the meeting via the meeting platform at:

ZOOM:

https://bloomfieldct.zoom.us/webinar/register/WN_qKD4oRqISXiy2sLUh674zA

This meeting will also be streamed live on YouTube at:

<https://youtube.com/live/kPZHrhRSvgc?feature=share>

The purpose of this public hearing is to solicit public input for revisions to **Chapter 19 (Oversized Restrictions Ordinance), Sections 19-65 through 19-73** of the Bloomfield Code of Ordinances.

A copy of the draft ordinance is available in the Town Clerk's Office for public inspection.

Dated at Bloomfield, CT 2nd of January 2026.

Latonia Y. Tabb
Clerk of Council

Town of Bloomfield, Connecticut Excellence Award Citation is

Hereby Given To

Maeve Staunton

The Town of Bloomfield proudly recognizes Maeve Staunton, a Bloomfield resident at Northwest Catholic High School, for her extraordinary achievements as a student-athlete and her outstanding contributions to high school athletics.

Throughout her high school career, Maeve has consistently demonstrated excellence, leadership, and a relentless work ethic. She exemplifies sportsmanship, humility, and teamwork, and has repeatedly acknowledged the vital role of her teammates and coaches in her success.

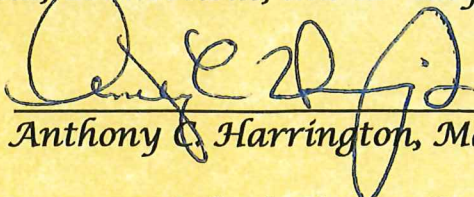
During her junior year, Maeve committed to the University of Connecticut's women's soccer program. She completed one of the most decorated athletic careers in Northwest Catholic High School history, earning All-Conference, All-State, and All-New England honors, being named GameTime CT Player of the Year, and receiving the prestigious distinction of High School All-American.

Maeve's accomplishments include 113 career points on 62 goals and 51 assists, 54 career wins in a highly competitive Tier 1 CCC schedule, three state finals appearances, a conference finals berth, and the remarkable achievement of reaching a tournament final in each of her four high school seasons. In postseason play, she excelled through both offensive and defensive contributions, further solidifying her legacy as a complete and impactful athlete. Maeve's achievements bring great pride to her family, Northwest Catholic High School, and the Town of Bloomfield. She continues to serve as an inspiration to young athletes.

NOW, THEREFORE, I, Anthony C. Harrington, Mayor of the Town of Bloomfield, on behalf of the Town Council, do hereby congratulate and honor Maeve Staunton on all her accomplishments, and extend best wishes for continued success as she advances to collegiate competition at the University of Connecticut and in all future endeavors.

Dated at Bloomfield, Connecticut, this 12th day of January 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

CONSENT AGENDA ITEMS

Consent Agenda:

- A. Approval of Minutes
 - September 25, 2025 – Special Meeting
 - December 8, 2025 – Special Meeting
- B. Consider and Take Action Regarding Tax Refunds

BLOOMFIELD TOWN COUNCIL

There was a special remote only meeting of the Bloomfield Town Council held at 5:30 p.m. on Thursday, September 25, 2025 via Zoom.

Councilors present were: *via Zoom:* Mayor Anthony Harrington; Deputy Mayor Lloyd; Councilors Todd Cooper, Kenneth McClary, Shamar Mahon, & Joseph Merritt

Councilors absent were: Councilors Michael Oliver & Elizabeth Waterhouse

Also present were: *via Zoom:* Annatouchur Kingland, Senior Administrative Assistant; Attorney Bill Ryan; Alvin D. Schwapp, Jr., Town Manager

The meeting was called to order at 5:40 p.m.

EXECUTIVE SESSION

Discussion Regarding Teamsters Contract

It was moved by Councilor Merritt to adjourn at 5:47 p.m.

BLOOMFIELD TOWN COUNCIL

There was a special remote only meeting of the Bloomfield Town Council held at 6:00 p.m. on Thursday, September 25, 2025 via Zoom.

Councilors present were: *via Zoom:* Mayor Anthony Harrington; Deputy Mayor Lloyd; Councilors Todd Cooper, Shamar Mahon, Joseph Merritt & Michael Oliver (joined at 7:03 p.m.)

Councilors absent were: Councilors Kenneth McClary & Elizabeth Waterhouse

Also present were: *via Zoom:* Dan Carter, Public Works Director; Matt Childress, Facilities Manager; Jon Colman, Building & Land Use Director; Andrew Crumbie, Town Attorney; Andrea DiStephan, Town Clerk; Glen Garrity, Public Works Assistant Director; Darrell Hill, Chief Financial Officer; Annatouchur Kingland, Senior Administrative Assistant; Alvin D. Schwapp, Jr., Town Manager; Lynn Weisel, Recording Secretary (joined at 7:17 p.m.); Brian Wolff, Community Engagement & Public Relations Coordinator

Guests present: *via Zoom:* From Goman & York: Mike Goman, Denise Robidoux & Brad Senft; and Jeff Smetana, United Group of Companies, LLC

The meeting was called to order at 6:09 p.m. Mayor Harrington noted that the meeting was Zoom only due to lack of hybrid meeting room availability.

PUBLIC HEARINGS

1. **The purpose of this Public Hearing was to solicit public input regarding the Proposed Ordinance 18-12, Fixed Property Tax Assessment for Real Estate Development, Chapter 18 – Taxation of the Bloomfield Code of Ordinances.**

Written comments received from Kevin Gough, 5 Bear Ridge Drive (attached). There were no additional public comments.

2. **The purpose of this Public Hearing was to solicit public input for revisions to the Bloomfield Tax Incentives Policy for Businesses also known as Tax Incentive Options – Policy 110.03 for the Town of Bloomfield.**

Written comments received from Kevin Gough, 5 Bear Ridge Drive (attached). There were no additional public comments.

3. **The purpose of this public hearing was to solicit public input regarding the Tax Abatement request at the Arbella at Blue Hills proposed housing development.**

Written comments received from Kevin Gough, 5 Bear Ridge Drive, and from Paula Jones, 5 Bear Ridge Drive (attached). There were no additional public comments.

It was moved by Councilor Mahon, seconded by Deputy Mayor Lloyd, and approved unanimously to close the public hearings.

PLEDGE OF ALLEGIANCE

The meeting began with the pledge of allegiance.

ANNOUNCEMENTS AND PRESENTATIONS

Announcement - Design Review Board (DRB) Appointments: Mark Weisman, Neil Clark

It was moved by Councilor Merritt, seconded by Deputy Mayor Lloyd, and voted unanimously to appoint Mark Weisman and Neil Clark to the Design Review Board.

OLD BUSINESS

2026-13: Discussion and Possible Action Regarding Staffing a Custodian for Prosser Library

Councilor Merritt stated that he had previously asked for this to be on the agenda as he thought there was no custodian for the new Prosser library. As he learned that the library will have a custodian, he recommended forgoing this item with the possibility of bringing it back up during budget time.

Mr. Schwapp noted that the reason this matter was not critical was because the Prosser Library is not open for use. He expressed his concern that once the library is open, the increased size of the building exceeds the ability for one custodian. He stated that the number of bathrooms will be triple that of the previous library, and noted the anticipated difficulty to maintain the space with one custodian.

Mr. Schwapp reported that he had looked into funding the three requests—custodian position; accountant position; and FOIA software—and came up with \$48,000. He noted that using these funds will come at the cost of needing to cut some Town services. He stated that the only item that they can currently fund is the FOIA software as the Board of Education has agreed to split the cost of the software with the Town.

It was moved by Councilor Mahon, seconded by Councilor Merritt, and voted unanimously to table this item indefinitely.

2026-14: Discussion and Possible Action Regarding Staffing a Senior Accountant Position for the Department of Finance

Mr. Schwapp requested additional time to find sources to fund the accountant position.

Councilor Mahon stated that he'd like to give the Town Manager time to find the funding.

There was a discussion if the position itself needed to be voted on.

Councilor Merritt noted the cost of the consultants that the Town has hired, and that he felt they may end up costing more than this position would cost. He stated hiring an accountant would be a long-term solution to an ongoing problem.

Councilor Mahon inquired as to when the Town Manager may know if funding is available. Mr. Schwapp stated that he felt that by the next Town Council meeting would allow adequate time. He also reported that trial balances were submitted to CLA today.

It was moved by Councilor Mahon, seconded by Deputy Mayor Lloyd, and voted unanimously to table this item until the next scheduled Town Council meeting.

2026-15: Discussion and Possible Action Regarding Obtaining Software for Freedom of Information Act (FOIA)

Councilor Mahon moved to table this item indefinitely.

Councilor Cooper noted that the Town Manager had found funding to obtain the FOIA software by splitting the cost with the Board of Education. He suggested moving forward with this item due to the number of FOIA requests received.

Deputy Mayor Lloyd noted that the expense would be nominal, and stated the importance of not having another situation where the Town receives complaints for FOIA delay. She stated that if the software allows requests to be filled expediently that she felt it was a critical expense, and supported tabling it to the next Town Council meeting.

Councilor Mahon inquired if it was necessary to vote on this item as the funding had already been identified.

Mr. Schwapp noted that this request initially came before Council as he did not have a way identifying the funding needed, by clarified that his intent tonight was to advise the Council of the funds that had been located and move forward. He noted the total cost was \$17,000 annually, with \$8,500 to be covered by the Town. He stated that it was an unbudgeted expense, but would be included in the budget going forward.

It was moved by Councilor Merritt and seconded by Councilor Mahon to table this item.

VOTE: AYE: Harrington, Mahon, Merritt
 NAY: None
 ABSTAIN: Cooper, Lloyd

The motion failed 3-0-2.

There was a discussion as to if the item needed to be tabled, or if any action was needed, since the Town Manager had found funding.

Councilor Cooper moved to approve purchase of FOIA software, and Deputy Mayor Lloyd seconded.

VOTE: AYE: Cooper, Harrington, Lloyd, Oliver
 NAY: Mahon
 ABSTAIN: None

The motion failed 4-1-0, as per the Town Council Rules of Procedure requirement for at least five affirmative votes.

It was clarified that the Town Council was not allocating the funds, but that the funds that Town Manager found would be used.

2026-16: Discussion and Possible Action Regarding the Proposed Ordinance 18-12, Fixed Property Tax Assessments for Real Estate Development

It was moved by Councilor Merritt, seconded by Councilor Cooper, and approved unanimously to approve proposed Ordinance 18-12, Fixed Property Tax Assessments for Real Estate Development.

2026-17: Discussion and Possible Action Regarding Updating of the Bloomfield Tax Incentives Policy for Businesses, Also Known as Tax Incentive Options - Policy 110.03

It was moved by Councilor Merritt, seconded by Councilor Mahon, and voted unanimously to suspend the rules so that the items discussed in public hearings could be voted on.

It was moved by Councilor Merritt, seconded by Councilor Mahon, and voted unanimously to approve the updated Bloomfield Tax Incentive Policy for Businesses, also known as Tax Incentive Options – Policy 110.03.

2026-18: Discussion and Possible Action Regarding Request for Tax Abatement at The Arbella at Blue Hills

Councilor Merritt moved approval of the tax abatement for The Arbella at Blue Hills. Councilor Mahon seconded.

Deputy Mayor Lloyd stated that she was not in favor of suspending the rules to vote on this item. She noted a friendly amendment made by Councilor McClary and seconded by Councilor Oliver in a previous meeting that included 10% of total construction value be allocated through Bloomfield-based businesses. She asked that this language be developed and agreed upon before moving forward.

Councilor Mahon was in favor of the motion as initially presented, and stated that he felt an additional step was being added to the time-sensitive process.

Deputy Mayor Lloyd discussed the importance of making sure there way to ensure that 10% of the total value was allocated through Bloomfield-based businesses for the best outcome for the Town and residents. She noted she thought it would be an amazing project, and that this was the last hurdle. Councilor Cooper agreed.

Councilor Merritt shared his concerns including a developer's deadline, and his fear that they may leave Town. He noted that the development will not have children in the schools, and stated that he thought the Council needed to stop holding it up. He noted that he thought the developer had agreed to the 10%.

Councilor Oliver noted that work was currently occurring on the site, and stated that he did not think the Council was holding anything up. He detailed the negotiations to this point, and stated the request was for it to go to the Workforce Development subcommittee to determine implementation.

Councilor Mahon reiterated his concern with additional delays.

Councilor Cooper suggested the motion be updated to include the Workforce Development meeting.

Councilor Merritt updated the motion to include that approval of the tax abatement as contingent on what comes out of the Education, Workforce, Youth Development & Community Services Subcommittee meeting.

Mr. Smetana stated that the development had focused on the goal of 10% going to Bloomfield businesses. He noted that getting into specific jobs during construction was more difficult to manage, but that they are hoping to have local people in the permanent jobs at the location. He stated that they would be comfortable with stating that 10% of value going to Bloomfield businesses as a serious goal. Mr. Smetana noted that they have already been reaching out to local resources to do this. He requested the Council consider the abatement proposal tonight in order to help the developer keep bank approval.

Mayor Harrington noted there will be an upcoming event for minority contractors at 330 Park Ave.

Deputy Mayor Lloyd noted that contingency language would need to be developed and suggested such language not be developed on the fly. She stated that she wanted some assurances regarding the 10%, especially when a General Contractor, and potentially some subcontractors, are already in place. She suggested the developer attend the next Workforce Development subcommittee meeting.

Councilor Merritt moved to table this item until the next Town Council meeting. Councilor Cooper seconded.

Deputy Mayor Lloyd had a point of order regarding a previous motion. Councilor Cooper stated that he withdrew his previous motion.

Councilor Mahon moved to have this item moved forward to the next available date for the Education, Workforce, Youth Development & Community Services Subcommittee meeting, and decided at the next available date for a special Town Council meeting. Councilor Oliver seconded.

VOTE: AYE: Harrington, Lloyd, Merritt, Oliver
 NAY: Cooper, Mahon
 ABSTAIN: None

The motion failed 4-2-0, as per the Town Council Rules of Procedure requirement for at least five affirmative votes.

2026-19: Memorandum of Agreement (MOU) for Teamsters Contract Extension

It was moved by Councilor Merritt, seconded by Councilor Cooper, and voted unanimously in favor of the Memorandum of Agreement (MOU) for the Teamsters Contract Extension.

NEW BUSINESS

2026-21: Consider and Take Action Regarding Appointment to the Bloomfield Town Council

Mayor Harrington noted that the DTC recommended Darrell Goodwin.

Councilor Merritt moved and Deputy Mayor Lloyd seconded to approve appointment of Darrell Goodwin to the Bloomfield Town Council.

Deputy Mayor Lloyd and Mayor Harrington stated that they looked forward to working with him.

VOTE: AYE: Cooper, Harrington, Lloyd, Merritt, Oliver
 NAY: Mahon
 ABSTAIN: None

The motion passed 5-1-0.

2026-22: Discussion and Possible Action Regarding Conference Room Naming

Mr. Schwapp provided an overview of the Town Hall Conference Room names. He apologized for not realizing that naming of rooms needed to go through Town Council, and noted that the rooms had been renamed by Town staff with local landmarks, with the exception of the MLK Conference Room in the Town Manager's Office.

Councilor Merritt moved to suspend the rules in order to approve the Town Manager's suggested Town Hall Conference Room names as presented. Deputy Mayor Lloyd seconded, and the motion passed unanimously.

2026-23: Discussion and Possible Action Regarding Adjustment to Town Manager's Vacation Time

Deputy Lloyd reported that this item was on the agenda as it was not fully stated on the record following the previous meeting's Executive Session. She noted that there was a request for twenty days retroactive vacation that was not approved.

Councilor Merritt moved and Councilor Cooper seconded to approve 30 days of vacation time annually for the Town Manager.

VOTE: AYE: Cooper, Harrington, Lloyd, Merritt, Oliver
 NAY: Mahon
 ABSTAIN: None

The motion passed 5-1-0.

ADJOURNMENT

It was moved by Councilor Cooper, seconded by Councilor Oliver, and voted unanimously to adjourn the meeting at 7:41 p.m.

DRAFT

Public Hearing Comments on Tax Abatements – 9/25/25

Mayor Harrington & Councilors:

Due to tonight's Bloomfield TPZ meeting, I am unable to attend the public hearings scheduled tonight on tax abatements. Accordingly, I am submitting written comments for the record.

Also, I am surprised that all three items are included as agenda items at tonight's meeting. Under III.D of Council Rules & Procedures "[f]or items requiring public hearings, Council will not act on that item at the same meeting as the public hearing." [emphasis added]

Proposed Ordinance 18- 12: Fixed Property Tax Assessment for Real Estate Development, Chapter 18 – Taxation of the Bloomfield Code of Ordinances.

I support this ordinance. It codifies much of Bloomfield's current Tax Abatement Policy as a Town ordinance. When the Policy was created, the Council did not amend its ordinances accordingly to a) give the policy more 'teeth' and b) conform to state law. Adopting this ordinance does so.

Per the substance of the ordinance:

- It restricts abatements to 10 years. Is that too long? The current Policy is 5 years and there was discussion a few years ago to extending it to 7 years.
- It does not specify a maximum abated amount. The current Policy is 50%. Should the ordinance specify a maximum percentage abatement as well as a maximum term?

Finally, an edit: add the word "and" in (h). The yellow section should read "including pro forma financials **and** a cost-benefit analysis."

Bloomfield Tax Incentives Policy for Businesses also known as Tax Incentive Options – Policy 110.03.

As noted the previous hearing, I support moving much of this material to an ordinance. What remains as Policy should be Bloomfield's considerations and practices within the framework of the ordinance. Accordingly, while I agree with striking most of the current Policy (as the material is moved to the ordinance), **I would not support approving the revised Policy as is. I believe it should be referred to the Finance Subcommittee to be fleshed out**, particularly:

- If maximum abatement percentages are not included in the ordinance, then perhaps guidelines should be included in the Policy.
- The phrase in II.5 "business sectors that have been identified by the Town of Bloomfield as priority areas" lacks specification – what are these business sectors? The Policy needs to specify them. (Note that this has been an ongoing problem with this Policy.)
- I do not believe that the Abatement Criteria should be deleted. Yes, these are now included generally in the ordinance but the Policy is a document to specify amounts, particularly Bloomfield resident employment and labor on a project.

The Town should have a Policy to go with its ordinance. This is a framework but it needs more work and specificity before adoption.

Tax Abatement request at the Arbella at Blue Hills proposed housing development.

I applaud the Council and Staff for working with Arbella to come up with an agreement that facilitates the development while benefiting Bloomfield residents. The project a) adds a high-value housing asset in a section of Bloomfield that will benefit from investment, b) fills in a long-existing hole where the old drive-in used to be, and c) the developer voluntarily included 10% affordable housing in the original product design. **I support the town giving the abatement so that the project can happen.** It is important, however, that criteria for awarding the abatement be specified so that abatements for any apartment development do not become a precedent.

Thank you for your consideration of these items. I appreciate the Council's diligence in making sure that tax abatements are only considered and awarded when there are sufficient benefits to Bloomfield and its residents.

Kevin Gough
5 Bear Ridge Drive

To: Mayor Harrington and Town Councilors

From: Paula Jones, 5 Bear Ridge Drive

Subject: Public Hearing Comment on the Tax Abatement Request at the Arbella at Blue Hills proposed housing development

I am unable to attend tonight's Town Council Special meeting, so am requesting that this comment be included in the public record.

As I briefly mentioned (during Citizens' Statements and Petitions) at the last Council meeting on September 11, I think this project is a good one. The project redevelops a long-vacant site in an area that the Town wants to invest in and the developer voluntarily included 10% affordable housing units up front. Moreover, the developer is receptive to employing Bloomfield residents as enumerated in the project Employment Goals. I am pleased to see the Sustainable Design elements of the project.

Additionally, I appreciate Town Staff, the Council, and the developer working collaboratively to come up with two alternative abatement agreements for consideration. Providing a summary of tax revenue projections for the different scenarios and making it available online for the public's perusal is helpful.

In summary, I support a tax abatement for Arbella at Blue Hills.

BLOOMFIELD TOWN COUNCIL

There was a special meeting of the above reference held on Monday, December 8, 2025, at 7:00 p.m. in a hybrid meeting format via Zoom webinar virtual platform. The in-person location was Council Chambers, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Councilors present: Mayor Anthony Harrington; Michael Oliver; Suzette DeBeatham-Brown; Shamar Mahon; Elizabeth Waterhouse; **via Zoom:** Deputy Mayor Cindi Lloyd; Todd Cooper; Darrell Goodwin.

Councilors absent: Joseph Merritt

Others present: In-Person: Latonia Tabb, Clerk of Council; India Rodgers, Director of Operations & Communications; Jon Colman, Building & Land Use Director; Warren Plummer, Director of IT; Andrew Crumbie, Town Attorney, Crumbie Law Group, LLC; Darrell Hill, Chief Financial Officer; Annatouchur Kingland, Senior Administrative Assistant.

Guest(s): Dr. Tracy Youngberg, Superintendent, Bloomfield Public Schools

The meeting was called to order at 7:04 p.m.

PLEDGE OF ALLEGIANCE

The meeting began with the Pledge of Allegiance

ROLL CALL

Councilor Merritt was not in attendance.

ANNOUNCEMENTS AND PRESENTATIONS

Mayor Harrington noted that the meeting would address several contentious issues and stated that Robert's Rules of Order would be used to support orderly and respectful discussion. Mayor Harrington emphasized that the intent was to facilitate constructive engagement rather than limit participation.

A. Town Council is seeking Resident Applicants for the Ethics Commission

Mayor Harrington announced the Council is seeking resident applicants to serve on the Ethics Commission. Eight volunteers will be appointed, including six regular members of the Ethics Commission and two alternate members. The application will be made available via the website.

B. Presentation- Update on Bloomfield Public Schools, Dr. Tracy Youngberg

Dr. Youngberg presented the Council with a PowerPoint presentation providing an update on the review of District Operations within the Bloomfield Public School system to include that the Town and the Board of Education now operate a shared Information Technology Department. Mr. Warren

Plummer was identified as the Director of Information Technology for both entities. The department is in the process of being developed, including the identification and assessment of current and long-term technology needs. (see attachment).

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.

The Clerk of Council opened the floor for citizens' statements and petitions. Residents expressed concerns about various town issues during the council meeting.

Essie Labrot, 12 Chateau Margaux, addressed transparency and public access to information. She urged the Council to proactively provide factual information to residents, noting the absence of local newspaper coverage and emphasizing that Freedom of Information Act (FOIA) requests should be viewed as part of routine public service rather than a burden. Ms. Labrot suggested improving access to public records, providing financial and agenda-related documents in a timely manner, and considering resident forums or training from the Freedom of Information Commission. She also thanked Town staff for the timely posting of Council and subcommittee minutes on the Town website.

Roger Bunker, 28 Old Village Road, addressed the Council regarding concerns about community preparedness for potential ICE activity. Mr. Bunker highlighted the need for clear policies and procedures for town agencies, schools, and the Police Department, including guidance for students, staff, and residents on their rights and appropriate responses. He noted that while resource referrals have been provided, more proactive and specific measures may be necessary, such as volunteer networks or direct support initiatives. Mr. Bunker concluded by asking whether the Town has done enough to ensure public safety and awareness or if additional steps are required.

Mark Sanderson, 17 Oak Lane, addressed the Council regarding the status of the 2024 audit. He inquired about the reasons for delays in completing the audit, the town's financial management, and whether additional finance staff may be required to expedite the process. Mr. Sanderson emphasized concerns about transparency and oversight related to the town's finances.

REPORT FROM COUNCIL SUBCOMMITTEES

- A. **Governance, Policy & Economic Development-** Mayor Harrington reported that the first meeting of the committee is scheduled for January 5th. The committee will oversee several commission appointments, and some meetings may be extended to accommodate interviews of prospective members. The duration of meetings will depend on the number of applicants for the various committees.
- B. **Finance, Budget, Audit & Bonding-** Deputy Mayor Lloyd reported that there has been a transition in the Public Safety Committee since the last meeting. Councilor Todd Cooper was recognized as the new Chair of the Public Safety Committee. The next regularly scheduled meeting of the Finance, Budget, and Audit Committee is on Monday, December 15, at 6:00 p.m. Updates from these meetings will be reported at the next

Town Council meeting.

- C. Public Health, Safety, & Environment- Councilor Cooper reported that the next meeting is scheduled for Wednesday, December 10, at 6:00 p.m. All members of the public are welcome to attend.
- D. Education, Workforce, Youth Development, & Community Services- Councilor Oliver reported that the next meeting is scheduled for Tuesday, December 9, at 6:00 p.m.

COUNCIL BUSINESS

CONSENT AGENDA

It was moved by Deputy Mayor Lloyd, seconded by Councilor Mahon and voted unanimously to approve the following items:

- A. Approval of Minutes
 - October 14, 2025
 - October 29, 2025- Special Meeting
 - November 10, 2025
 - November 17, 2025
- B. Consider and Take Action Regarding Tax Refunds
- C. Consider and Take Action Regarding the Adoption of the FY2026 Council Subcommittee's Meeting Schedule
- D. Consider and Take Action Regarding the Appointment of a Sub-registrar of Vital Statistics for the Town of Bloomfield
 - Frank W. Carmon IV, Carmon Funeral Home Inc. 807 Bloomfield Avenue Windsor, CT 06095

OLD BUSINESS

2026-32: Discussion and Possible Action regarding Revision of Oversized Vehicle Traffic Ordinance, Secs. 19-65 through 19-73 of the Bloomfield Code of Ordinances

Councilor DeBeatham-Brown emphasized that in revising the ordinance, residents should have an opportunity to provide input. She stated that the public hearing date should be scheduled well in advance to allow residents to attend and offer their comments and the date to be posted on the Town website.

It was moved by Councilor DeBeatham-Brown, seconded by Deputy Mayor Lloyd, and voted unanimously to set a public hearing for the scheduled for Revision of Oversized Vehicles Traffic Ordinance, Secs. 19-65 through 19-73 of the Bloomfield Code of Ordinances at the next regularly scheduled Town Council meeting on Monday, January 12, 2026.

NEW BUSINESS

2026-35: Consider and Take Action Regarding the Appointment of an Alternate Vacancy on the Zoning Board of Appeals (ZBA)

Councilor Mahon led discussion on Thomas Moore and Stehanie Calhoun both being exceptional individuals to lead the appointment of an Alternate for the Zoning Board of Appeals. Several Councilors concurred with Stehanie Calhoun being the ideal person for this position.

It was moved by Councilor Goodwin, second by Deputy Mayor Lloyd to appoint Stephanie Calhoun (D), 383 Park Avenue, Bloomfield, CT as an alternate member of the Zoning Board of Appeals, with term ending November 2027, disclosure required.

VOTE: AYE: A. Harrington, C. Lloyd, T. Cooper, S. DeBeatham-Brown, M. Oliver,
 D. Goodwin
 NAY: S. Mahon, E. Waterhouse
 ABSTAIN: None

The motion passed 6-2-0.

2026-36: Consider and Take Action Regarding the Approval of the Name Change of the Bloomfield Juvenile Review Board to Bloomfield Youth Diversion Team

Councilor Cooper expressed support for the proposed measures, noting that they provide young people with an opportunity to avoid long-term consequences for isolated actions. He emphasized that such measures help prevent the over-criminalization of youth and allow them to continue contributing positively to society. Councilor Cooper called for a vote on the matter.

It was moved by Councilor DeBeatham-Brown, seconded by Councilor Oliver and voted unanimously to change the name of the “Bloomfield Juvenile Review Board” to the “Bloomfield Youth Diversion Team”.

REPORT FROM DEPUTY TOWN MANAGER

In the absence of the Acting Town Manager, Sharron Howe, Chief Financial Officer Darrell Hill served as Acting Town Manager for this meeting. Director Hill provided an overview of the Town welcoming two new library hires, Leilani McGuire and Isabel Stowel. As of the morning of December 8, 117 Freedom of Information Act (FOIA) requests have been filed, and the administration is responding with relevant and available information. Work has begun on the Fiscal Year 2027 Town Manager’s proposed budget, which is scheduled for presentation in March 2026 in accordance with the previously approved budget development calendar and warming centers are open to ensure public safety during the current cold weather.

REPORT FROM THE MAYOR

Mayor Harrington addressed recent misinformation circulating online regarding the Town’s financial stability, election processes, meeting notices, and administrative procedures. He

provided a fact-based overview clarifying audit status, election result postings, mayoral selection, special meeting notices, and FOIA responses. Mayor Harrington included the town's compliance with audit requirements and OPM oversight, ongoing accessibility upgrades for election results, adherence to Town Charter and Council procedures, and implementation of new FOIA software to improve transparency. The Mayor acknowledged the recent holiday parade and expressed appreciation for community participation.

COUNCIL COMMENTS

Councilor Mahon clarified that Director Hill is serving as Acting Town Manager, not Interim. He acknowledged Mayor Harrington's recent statement and emphasized the need for intentional and clear communication that is responsive to residents' expectations. Councilor Mahon highlighted the importance of transparency, particularly noting that the Town Attorney should respond to procedural questions on the microphone so that all residents can hear. He thanked residents for attending the holiday parade and recognized the event as a positive community gathering.

Councilor Goodwin thanked residents for attending the meeting and for engaging with the Council through statements and emails. He expressed support for the Council's ongoing commitment to human rights and inclusivity, noting appreciation for the Mayor's statements addressing online publications. Councilor Goodwin also acknowledged the patience and support of residents as he continues to learn his role and work on advancing new initiatives.

Councilor DeBeatham-Brown emphasized the importance of providing factual information to residents promptly to maintain trust in the Council. She encouraged timely acknowledgment and correction of errors and stressed that the Council should lead proactively. She thanked residents for attending meetings and participating through emails and online engagement and acknowledged the Bloomfield High School Choir for their performance. Councilor DeBeatham-Brown also extended holiday greetings to the community.

Councilor Oliver thanked Superintendent Dr. Tracy Youngberg for her informative presentation and expressed appreciation to residents for attending and sharing their concerns. He emphasized the Council's responsibility to review and address those concerns. Councilor Oliver also extended holiday greetings to all residents and reminded the community to celebrate safely.

Councilor Cooper emphasized the importance of unity and collective responsibility among Council members, noting that all share in the Council's successes and challenges. He encouraged careful consideration of words and actions to promote cohesion and effective governance. Councilor Cooper expressed his commitment to working collaboratively with all members and extended holiday greetings to the community.

Councilor Waterhouse thanked the Mayor for the update on town matters and commented positively on the recent holiday parade, noting her participation as a judge alongside Councilor Mahon. She also reported on a successful food drive conducted on November 22nd with the BRTC, expressing appreciation to all who contributed. Councilor Waterhouse

extended holiday greetings to the community.

Deputy Mayor Cindi Lloyd thanked Dr. Tracy Youngberg for her informative update and expressed appreciation to residents who participated in the holiday parade. She concurred with Councilor Cooper on the importance of moving forward positively and emphasized the need for fact-based communication to maintain community trust. Deputy Mayor Lloyd reminded Councilors of upcoming FOI and Robert's Rules training on December 16, 2025, and noted the importance of adhering to procedural rules to ensure orderly meetings.

Mayor Harrington thanked residents for attending the meeting and providing feedback, including concerns about the availability of Council minutes online. He commented positively on the holiday parade and expressed appreciation to Dr. Tracy Youngberg for her presentation. The Mayor noted that this was the first attempt to address certain issues and that further updates are expected. He concluded by extending holiday greetings to all residents.

EXECUTIVE SESSION

It was moved by Mayor Harrington, seconded by Councilor Mahon and voted unanimously to move into Executive Session to discuss Pending Claims and Litigations at 9:10 p.m. with Town Attorney, Town Council, Acting Town Manager (Temporary in Sharron Howe's absence) Darrell Hill, Chief Financial Officer, Senior Administrative Assistant to the Town Manager.

It was moved by Mayor Harrington, seconded by Deputy Mayor Lloyd and voted unanimously to exit Executive Session at 9:45 p.m.

ADJOURNMENT

It was moved by Mayor Harrington, second by Deputy Mayor Lloyd and voted unanimously to adjourn the meeting at 9:46 p.m.

Bloomfield Public Schools **2025-2026**

Superintendent's Report to the Town Council

December 8, 2025

**Dr. Tracy Youngberg, Superintendent of Schools
Ms. Lynette M. Easmon, Board of Education Chair**

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

Superintendent's Report:

- Review of Philosophy
- District Organizational Structure
- Check In On Progress to Date (12/12/24)
- Q & A

"Building Our Legacy One Student At A Time"



Budget Philosophy (March 12, 2025):



- ❖ Student Outcomes
- ❖ Staff Satisfaction
- ❖ Fiscal Responsibility

Student Centered, Transparent & Sustainable Budgeting





Bloomfield Public Schools

2025-2026

Student Outcomes	Staff Satisfaction	Fiscal Responsibility
CSDE Compliance & Alignment to Accountability Index	Recruit, Develop & Retain a Highly Qualified, Diverse Staff	Return on Investment
Clearly Defined Expectations Pre K-12	Clearly Defined Expectations	Clearly Defined Procedures/ Efficient Operations
Empowers Students, Families & the Community	Active Engagement & Support	Proactive vs. Reactive Spending



Bloomfield Public Schools

2025-2026

Domenico Greco	Lisa Lamenzo	Grace Martinez
Finance & Operations	Teaching, Learning & Leadership	Talent Management & Community Partnerships

Considerations for New and Changing Initiatives:

- ☐ Compliance with CSDE Expectations
- ☐ Alignment to Board Policy and Contract Language
- ☐ Alignment to the Board of Education's vision
- ☐ Alignment to Stakeholder Feedback
- ☐ Connections to the Broader Political Landscape
- ☐ Fiscal Feasibility & Responsibility
- ☐ Efficiency of Operations
- ☐ Professional Development & Capacity
- ☐ Communication of Rationale
- ☐ Progress Monitoring and Feedback Cycles
- ☐ Supervision Expectations
- ☐ Adjustments Made as Necessary



Bloomfield Public Schools

2025-2026

Finance & Operations (3-2-1):

Celebrations:

- Successfully transitioned to Munis Financials on July 1st
- Developed, adopted and currently maintaining a balanced budget aligned to new district priorities
- Completed the Education Financial System (EFS) and End Of Year Expenditure Reports by the State's September 1st deadline

Challenges:

- Staff turnover and retirements in Central Office
- Increase in expenditures for Special Education, (i.e. Out of District Placements and 1:1 related services) has made it more difficult to project costs

Commitment:

- We are planning the implementation of the Munis HR, Benefits and Payroll module, scheduled for January 1, 2027

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

Teaching, Learning & Leadership (3-2-1):

Celebrations:

- Reimagining how the district will support and empower the new MTSS positions
- Professional learning (role specific, job embedded)
- Coherence across all teaching and learning goals (PD, Focus Walks, Feedback Loops)

Challenges:

- Foundational standards based curriculum development (54.2% Curriculum Maps started; 31 Units of Study Drafted)
- Strengthening our data culture districtwide

Commitment:

- Shared understanding of Tier 1 instruction and planning

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

Talent Management & Community Partnerships (3-2-1):

Celebrations:

- All HR personnel files have been digitized
- Partnered with Social & Youth Services to host student interns this past summer
- Successfully negotiated and transitioned to a more cost effective substitute service (ESS)

Challenges:

- Navigating employee benefits-related issues and improving overall processes
- Providing support for our new and existing retirees

Commitment:

- Moving to Frontline Central, a digital platform that supports all facets of HR management

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

District Progress to Date:

- Global Experience Magnet School (GEMS) will close at the end of the 25-26 school year
- Bloomfield Public Schools will open an Alternative Learning Center for the start of 26-27 on the GEMS site/ Provided OPP 1 year's notice
- Metacomet will house grades 3-5 & Arace 6-8 for the start of 26-27
- Central Office will be relocated into the Arace building (Goal of Jan. 1, 2027)

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

District Progress to Date:

- RFP to Comprehensive Assessment of District Facilities (2002)
- Combined the Board of Education & Town IT Departments
- Completed a formal Needs Assessment in Student Support Services
- Continuing the development of a true continuum of services in special education district wide

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

District Progress to Date:

- Addition of MTSS Positions in our K-8 schools (15/3) Academic Coaches & Interventionists & Deans
- Dean of Students provided to Bloomfield High School
- Reinstated Bloomfield High School's Department Heads
- Staffed our Agri-Science program to ensure compliance and begin its expansion

"Building Our Legacy One Student At A Time"



Bloomfield Public Schools 2025-2026

District Progress to Date:

- Continued focus on credentialing at BHS; EKG and CNA certification programs
- Expansion of the BHS Music program/opportunities
- Recently hired a certified Library Media Specialist at Bloomfield High (2017)



"Building Our Legacy One Student At A Time"



Bloomfield Public Schools

2025-2026

District Progress to Date:

- Soft Launch of Responsive Classroom (SEL Program) K-8
- Added Spanish & Health classes at Arace
- Added Credit Recovery at GEMS
- Added STEAM Exploration at Laurel & Metacomet

"Building Our Legacy One Student At A Time"

Bloomfield Public Schools 2025-2026

Parent/Community Engagement & District Partnerships:

- Development of a District Parent Advisory Council
- Superintendent Listening Sessions (Round # 2)
- Started Communication Cycles that Showcase BPS
 - ❖ School Based Communication
 - ❖ TLL Compass
 - ❖ Website News Section
 - ❖ Superintendent's Newsletter

"Building Our Legacy One Student At A Time"



Bloomfield Public Schools 2025-2026

Parent/Community Engagement & District Partnerships:

- Bloomfield's Board of Education recognized by CAFE (Level 1 Recognition)
- CAUS/CAPSS Involvement
- Proactive Finance Meetings between the BOE and Town
- Starting to Develop and Enhance Community Partnerships (Prosser Library, Social & Youth Services, The Jackson Laboratory, University of Hartford, etc.)

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools

2025-2026

Overall Challenges:

- Deferred Maintenance
- Outdated Systems and Platforms
- Shifting from Reactive to Proactive
- Shifts toward Equitable Staffing Structures and Budget Allocations
- Change Management

"Building Our Legacy One Student At A Time"





Bloomfield Public Schools **2025-2026**

Comments, Questions & Requests for More Information

"Building Our Legacy One Student At A Time"





TOWN OF
BLOOMFIELD
CONNECTICUT

DEPARTMENT OF FINANCE
TAX COLLECTOR'S OFFICE

To: Sharron L. Howe, *Acting Town Manager*
From: Ashley A. DeJesus, CCMC, *Tax Collector*
Through: Darrell V. Hill, *Director of Finance*
Copy: Alvin D. Schwapp, Jr., *Town Manager*
Donna J. Stewart, *Deputy Director of Finance / Controller*
Teresa A. Blesso, CCMC, CCMO, *Deputy Tax Collector*
Re: December 2025 Tax Refunds
Date: December 2, 2025

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.

December 2025 Tax Refunds

<u>Customer Name</u>	<u>List Number</u>	<u>Amount Refunded</u>
Gertz, Jeffrey B	2024-03-0056188	\$343.27
Moore, Thomas	2024-03-0061943	43.70
Waller, Carla	2024-03-0068071	<u>14.28</u>
		<u>\$401.25</u>



Bloomfield Town Council
Governance, Policy & Economic Development Subcommittee

2026 Meeting Schedule

1st Monday of the Month, 6:00PM*

*Except where otherwise noted

Hybrid Meeting Style

In-Person: Town Hall, Council Chambers, 800 Bloomfield Ave., Bloomfield, CT

Online: Via Zoom Meeting Platform and Streaming on YouTube

Chair:

Mayor Anthony Harrington

Vice-Chair:

Todd Cooper

Members:

Councilors Suzette DeBeatham-Brown, Darrell Goodwin, Joseph Merritt

January 5

February 2

March 2

April 6

May 4

June 1

July 6

August 3

September 8*
(September 7, Labor Day)

October 5

November 2

December 7



Bloomfield Town Council
Finance, Budget, Audit & Bonding Subcommittee

2026 Meeting Schedule

3rd Monday of the Month, 6:00PM*

*Except where otherwise noted

Hybrid Meeting Style

In-Person: Town Hall, Council Chambers, 800 Bloomfield Ave., Bloomfield, CT

Online: Via Zoom Meeting Platform and Streaming on YouTube

Chair: Deputy Mayor Cindi Lloyd

Members:

Mayor Anthony Harrington,

Councilor Todd Cooper, Joseph Merritt, Elizabeth Waterhouse

January 20*

(January 19, Martin Luther King Jr. Day)

February 17*

(February 16, President's Day)

March 16

April 20

May 18

June 15

July 20

August 17

September 22*

(September 21, Yom Kippur)

October 19

November 16

December 21



Bloomfield Town Council
Public Health, Safety & Environment Subcommittee

2026 Meeting Schedule

2nd Wednesday of the Month, 6:00PM*

**Except where otherwise noted*

Hybrid Meeting Style

In-Person: Town Hall, Council Chambers, 800 Bloomfield Ave., Bloomfield, CT

Online: Via Zoom Meeting Platform and Streaming on YouTube

Chair: Todd Cooper

Members:

Councilor Suzette DeBeatham-Brown, Shamar Mahon, Michael Oliver,

January 14

February 11

March 11

April 8

May 13

June 10

July 8

August 12

September 9

October 14

November 12

(November 11, Veteran's Day)

December 9



Bloomfield Town Council
Education, Workforce, Youth Development
& Community Services Subcommittee

2026 Meeting Schedule

2nd Tuesday of the Month, 6:00PM*

*Except where otherwise noted

Hybrid Meeting Style

In-Person: Town Hall, Council Chambers, 800 Bloomfield Ave., Bloomfield, CT

Online: Via Zoom Meeting Platform and Streaming on YouTube

Chair:

Michael Oliver

Members:

Deputy Mayor Cindi Lloyd, Councilors Darrell Goodwin, Elizabeth Waterhouse, Shamar Mahon

January 13

February 10

March 10

April 14

May 12

June 9

July 14

August 11

September 8

October 13

November 10

December 8

Please Note:

Meeting Conflicts with the September 8th, Governance Meeting.

Meeting Conflicts with the October 13th, Town Council Meeting. 12/2/25

Message from Mayor Anthony C. Harrington

Good evening, Bloomfield!!!

As Mayor, it is my responsibility to ensure that every resident has access to clear, accurate, and honest information about how our local government operates. Recently, several statements circulating online have caused confusion about the status of the financial stability of the town, our election processes, meeting notices, and administrative procedures. In moments like this, transparency is not just important, it is essential to maintaining trust, accountability, and confidence in the work we do on behalf of the community.

Bloomfield residents deserve facts, not speculation. They deserve clarity, not confusion. And they deserve a government that responds directly, professionally, and respectfully when misinformation begins to take hold.

Tonight, I want to speak plainly to our community. Our staff follow state law, the Bloomfield Town Charter, and established procedures every single day. When questions arise, we address them head-on. When mistakes occur—as they sometimes do in any organization—we correct them quickly and openly.

To support full transparency, I am providing a fact-based overview addressing the claims raised online. What follows is a straightforward comparison between misconceptions and the truth, supported by citations of state statutes, charter provisions, timelines, and administrative rules that govern our work.

MISCONCEPTION vs. TRUTH

Municipal Finance Advisory Committee (MFAC) not Municipal Accountability Review Board (MARB)

- The correspondence from the Office of Policy and Management (OPM) dated July 18, 2025 does not place the Town of Bloomfield under MARB oversight, but rather as the letter states under Connecticut General State statute 7-395d, which is MFAC not MARB.
- The Town's meetings with OPM were to discuss the status of the FY2024 and the reasons for the non-compliance for the third time in four years. OPM is aware of the turnover in the Department of Finance and the Town Manager's Office over the past 5-7 years, and is gaining comfort that the Town is on the path to returning to filing audit reports by the statutory deadline.

Audit Status – Delinquent vs. Non-Complaint

The State of Connecticut requires all local governments to file annual audits by December 31st for the fiscal year ended the prior June 30th.

- Failure to file by December 31st results in a Delinquent status (effective January 1).
- OPM allows up to six one-month extensions through June 30th of the following fiscal year.
- Failure to file by June 30th results in a Non-Compliant status (effective July 1).

Bloomfield Audit Filing History

<u>Fiscal Year</u>	<u>Date Filed</u>	<u>Status</u>
2023	June 26, 2024	Delinquent
2022	October 24, 2023	Non-Compliant
2021	August 8, 2022	Non-Compliant
2020	December 1, 2020	On Time

Other Post-Employment Benefits (OPEB)

- FY2023 ACFR and Federal/State audits are accurate.
- Including the \$21 million dollar reduction in liability from 2022 to 2023, which is audited and derived based on actuarial standards.

Clarification: OPEB liabilities are not debt; they are a liability based on actuarial projections including many assumptions such as life expectancy.

Town Council approves Expanding Town Manager's Budget by 20%/\$200,000

- As shown in the FY2026 Adopted Budget book, there was one full-time equivalent (FTE) transferred from Fixed Costs in the FY2025 Adopted Budget to the Town Manager's Office in FY2026. This is not a new position or an increase in costs, but rather a transfer of an existing position from an area that should not have any FTEs.

Legal Expenses – Actual vs. Encumbered

<u>Category</u>	<u>Amount</u>
Budget	\$268,538
Actual (YTD paid)	\$302,123
Encumbrance (anticipated)	<u>153,943</u>
<i>Projected total FY2026:</i>	<i>\$456,065</i>

- This does not include the \$68,000 budgeted for legal expenses related to 2024 Revaluation appeals in the Assessor's Office (FY2026 Adopted Budget).

Election Results & Website Accessibility

Misconception:

“The Town withheld certified election results for 12 days and intentionally provided a broken link to the Moderator’s Report”.

Truth:

- Unofficial results were posted on November 5th, along with a link to the CT Secretary of State’s Elections Management System (EMS).
 - A PDF of unofficial results was posted on November 6th.
 - Under CGS 9-320, Town Clerks have 10 days to return official statements.
 - The Town received the Head Moderator’s Return on November 12th (8 days after the election) and posted it shortly thereafter.
 - A PDF upload error caused the wrong document to be linked—an honest mistake corrected immediately.
 - Accessibility upgrades are ongoing, including improved webpage formatting and screen-reader compliance.
-

Mayoral Selection After the Election

Misconception:

The Town Council ignored the “will of the voters” by not appointing the highest vote-getter as Mayor.

Truth:

- Section 302 of the Bloomfield Town Charter clearly states that the Town Council elects the Mayor by majority vote.
 - The Mayor is not determined by popular vote totals.
 - This has been the Charter’s process for decades.
 - The Council followed all required procedures at its November 10th organizational meeting.
-

Special Meeting Notice

Misconception:

A Special Meeting was posted late on a Friday, leaving residents “zero time” to prepare.

Truth:

- Town Council Rules of Procedure require 24 hours’ notice, excluding weekends and holidays.
- The agenda for the November 17th meeting was:
 - Filed with the Town Clerk before 12:30 PM on Friday, November 14th

- Posted on the Town website the same day (before 5:51 PM)
 - All notice requirements were fully met.
-

Freedom of Information (FOIA) Responses

Misconception:

Delays in FOIA responses reflect intentional stonewalling.

Truth:

- As of December 8, 2025, the Town received 117 FOIA requests—a significant increase over prior years.
 - Many requests require coordination across multiple departments.
 - The Town and Board of Education are implementing new FOIA software to improve efficiency, tracking, and transparency.
-



DEPARTMENT OF FINANCE
TAX COLLECTOR'S OFFICE

To: Alvin D. Schwapp, Jr., *Town Manager*
Sharron L. Howe, *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 / Controller*
Teresa A. Blesso, CCMC, CCMO, *Deputy Tax Collector*

Re: **January 2026 Tax Refunds**

Date: January 2, 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:


- Porsche Leasing LTD is due to the vehicle being sold.

January 2026 Tax Refunds

<u>Customer Name</u>	<u>List Number</u>	<u>Amount Refunded</u>
Acar Leasing	2023-03-0050048	\$276.39
Acar Leasing	2023-03-0050052	134.77
Acar Leasing	2023-03-0050053	158.63
Acar Leasing	2023-03-0050059	707.37
Acar Leasing	2023-03-0050062	621.83
Ari Fleet LT LTD	2023-03-0050653	519.65
Ari Fleet LT LTD	2023-03-0050656	83.65
Ari Fleet LT LTD	2023-03-0050658	340.50
Ari Fleet LT LTD	2023-03-0050662	88.97
Ari Fleet LT LTD	2023-03-0050678	300.65
Ari Fleet LT LTD	2023-03-0050679	300.65
Ari Fleet LT LTD	2023-03-0050681	261.79
Ari Fleet LT LTD	2023-04-0080122	219.52
Ari Fleet LT LTD	2024-03-0050645	861.49
Velgardo Douglas	2024-03-0054554	36.90
Velgardo Douglas	2024-03-0054556	217.58
Radeka Forsythe	2024-03-0055649	789.66
Sonya Foster	2019-03-0055764	636.40
Nicholas Gattuso	2024-03-0056072	361.79
Jennifer Gallimore	2024-03-0055900	118.67
Honda Lease Trust	2024-03-0058092	453.34
Sherri Midney	2024-03-0061574	74.49
Nissan Infiniti LT LLC	2022-03-0062696	579.42
Nissan Infiniti LT LLC	2023-03-0062730	241.67
Nissan Infiniti LT LLC	2023-03-0062738	231.48
Nissan Infiniti LT LLC	2023-03-0062741	319.24
Nissan Infiniti LT LLC	2023-03-0062743	367.35
Nissan Infiniti LT LLC	2023-03-0062750	333.85
Nissan Infiniti LT LLC	2023-03-0062752	418.61
Nissan Infiniti LT LLC	2023-03-0062755	145.06
Nissan Infiniti LT LLC	2023-03-0062761	447.95
Nissan Infiniti LT LLC	2023-03-0062764	489.82
Nissan Infiniti LT LLC	2023-03-0062765	77.29
Nissan Infiniti LT LLC	2023-03-0062766	449.18
Nissan Infiniti LT LLC	2023-03-0062767	335.57
Nissan Infiniti LT LLC	2023-03-0062778	459.63
Nissan Infiniti LT LLC	2023-03-0062786	66.51
Nissan Infiniti LT LLC	2023-03-0062787	406.70
Nissan Infiniti LT LLC	2023-03-0062804	97.90
Nissan Infiniti LT LLC	2023-03-0062805	308.66
Nissan Infiniti LT LLC	2024-03-0062568	404.23

**January 2026 Tax Refunds
(continued)**

<u>Customer Name</u>	<u>List Number</u>	<u>Amount Refunded</u>
Nissan Infiniti LT LLC	2024-03-0062590	\$277.69
Nissan Infiniti LT LLC	2024-03-0062602	322.82
Phyllis Perry	2024-03-0063279	105.01
Porsche Leasing LTD	2024-03-0063561	1,288.01
Toyota Lease Trust	2024-03-0067344	706.33
Toyota Lease Trust	2024-03-0067358	177.16
Toyota Lease Trust	2024-03-0067369	63.95
Toyota Lease Trust	2024-03-0067405	435.62
Vault Trust	2024-03-0067718	279.93
Vault Trust	2024-03-0067719	210.90
VCFS Auto Leasing Co	2023-03-0067966	795.82
VW Credit	2024-03-0067901	<u>459.44</u>
		<u>\$18,867.49</u>

TO: Town Councilors
FROM: Alvin D. Schwapp, Town Manager 
DATE: January 9, 2026
RE: FY2026-14: STAFFING A SENIOR ACCOUNTANT POSITION IN THE DEPARTMENT OF FINANCE

This item was discussed at the September 9, 2025, Town Council Meeting; however, no decision was made. Darrell Hill, Chief Financial Officer/Director of Finance, has requested that the item be revisited.

Please see the attached memo dated January 7, 2026, from Darrell Hill, Chief Financial Officer/Director of Finance. The memo advises Council that the Town has been delayed in filing various financial reports for the past four years. The separation from service of four core staffing members in the department, including the Director, Deputy Director/Town Accountant, Payroll Manager, and Purchasing Manager have resulted in the identification of significant accounting, internal control, and operating deficiencies likely as a workaround to an insufficient level of staffing and at the expense of established best practices across the organization

There are currently 4.5 Full Time Equivalents (FTEs) in the Accounting & Control Division of the department including four full-time *FTEs (Director, Deputy Director/Town Accountant, Payroll Manager, and Accounts Payable Specialist)* and one-half FTE (*Management Analyst*).

The Department of Finance's Accounting & Control Division responsibilities are described in the attached memo.

The financial impact estimates that a salary range for the desired skillsets is \$110,000-\$130,000. This is an update (from the Town Manager's Proposed FY2026 budget modification request)

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

Move to authorize the addition of a Senior Accountant (one Full-Time Employee) in the Department of Finance.



DEPARTMENT OF FINANCE

Background Memorandum

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

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

Copy: Sharron L. Howe, *Deputy Town Manager*
Donna J. Stewart, *Deputy Director of Finance / Controller*

Date: January 7, 2026

Subject: **Addition of a Senior Accountant (One FTE, non-union)**

Background

The purpose of this agenda item is to request that Town Council authorize the addition of a Senior Accountant in the Department of Finance's Accounting & Control Division (central finance). The Town has been delayed in filing various financial reports for the past four years. The separation from service of four core staffing members in the department including the Director, Deputy Director/Town Accountant, Payroll Manager, and Purchasing Manager have resulted in the identification of significant accounting, internal control, and operating deficiencies likely as a work around to an insufficient level of staffing and at the expense of established best practices across the organization.

Analysis

There are currently 4.5 Full Time Equivalents (FTEs) in the Accounting & Control Division of the department including four full-time FTEs (*Director, Deputy Director/Town Accountant, Payroll Manager, and Accounts Payable Specialist*) and one-half FTE (*Management Analyst*).

The Department of Finance's Accounting & Control Division is responsible for the following across all Town operations:

- Accounting
 - Payroll
 - Accounts Receivable
 - Accounts Payable
 - General Ledger maintenance, reconciliation and reporting
- Treasury functions
- Budget development, implementation, and management
- Debt and Capital Improvements administration and management
- Retirement management and administration

The Town's Department of Finance is thinly staffed with the Director and Deputy Director/Town Accountant as the only full-time central staff with full flexibility to work across disciplines without negotiation. The addition of an experienced accounting professional with broad local government experience will serve as a resource for financial matters townwide, including the Board of Education and Department of Library Services. Adding this management position will provide significantly greater ability and continuity to address and manage financial affairs townwide.

Financial Impact

The updated (from the Town Manager's Proposed FY2026 budget modification request) estimated salary range for the desired skillsets is \$110,000 - \$130,000.

Legal Consideration(s)

Compliance with statutory and other reporting requirements will continue to be challenging without an increase in experienced senior staff dedicated to the administration of the Town's financial affairs.

Alternatives

The Town could continue to embrace spending tens of thousands of dollars for consultants/temporary staff that only benefits the Town for the short period of time that they are onsite with the knowledge and experience gained, leaving upon the completion of their contracted tasks. Another alternative is that we can continue to do the best that we can with current staffing levels, which will extend the time it takes for the Town to return to and maintain compliance across all fiscal activities.

Attachment(s)

None.

Recommendation(s)

Authorize the addition of a Senior Accountant (one FTE) in the Department of Finance.

TOWN OF BLOOMFIELD SENIOR ACCOUNTANT

Department: Finance

Exempt

Grade: M5

Position Purpose:

Responsible for performing highly advanced accounting, financial analysis, and regulatory work. Under the direction of the Director of Finance or their designee, this position is responsible for performing professional and administrative work assisting the Director of Finance and the Deputy Director of Finance/Town Accountant with accounting, financial data collection, audit preparation, budget preparation, research and reporting for all areas of the Town's fiscal affairs. This position will recommend appropriate action to resolve financial and regulatory matters and will provide support across all accounting functions and lead special projects and analyses, as needed.

Supervision:

Supervision Scope: Performs varied and responsible professional, financial/technical and administrative duties requiring a strong knowledge of municipal accounting; and a substantial exercise of judgment and initiative to effectively and efficiently accomplish the Department of Finance's responsibilities.

Supervision Received: Works independently under the direction of the Director of Finance, or their designee, following professional standards, procedures and policies.

Supervision Given: May directly supervise subordinate clerical or administrative employees as delegated. Carries out supervisory responsibilities in accordance with Town of Bloomfield policies and applicable laws. Responsibilities may include training employees; planning, assigning, and directing work; appraising performance; addressing complaints; and resolving problems.

Job Environment:

Administrative and financial work is performed in a moderately noisy office with occasional interruptions during the day to address accounting/financial matters.

Requires the operation of telephones, personal computers, copiers, facsimile machines, scanners and other standard office equipment.

Make frequent and periodic contact with Town staff, Board of Education administrative staff, department heads, bank representatives, auditors and state and federal agencies. Communication is frequently in person, by telephone, by video, mail, in writing and email.

Requires a high level of detail and professionalism as position has access to confidential information such as legal issues, personnel records, and financial records of the Town.

Errors in judgment or omissions could result in monetary loss from unauthorized expenditures, failure to receive funds due, deterioration of the Town's financial position and legal ramifications.

May be required to work beyond normal business hours to attend meetings and complete time sensitive tasks.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Performs daily/weekly/monthly/quarterly/annual accounting functions including journal entries and reconciliations, amongst others.
- Reconciles transactions by comparing and correcting data.
- Administers and/or provide technical support services to a department, pertaining to the financial system, computer operation, or other fiscal administrative systems.
- Ensures compliance with financial regulations and maintaining the integrity of financial data.
- Monitors the administration of financial processes and systems developed to oversee financial or regulated entities.
- Monitors financial status by comparing datasets with projections.
- Analyzes market trends, industry benchmarks, and competitive landscape to provide recommendations for strategic financial planning.
- Consolidates and analyzes financial data taking into account Town operations and financial standing.
- Performs variance analysis to identify discrepancies between budgeted and actual financial results, providing recommendations for corrective actions.
- Researches information on a variety of subjects related to the work of the department.

- Participates in the performance of the routine professional and technical operations of the department.
- Assists in gathering and organizing information on operation policies and procedures.
- Reviews and responds to routing correspondence.
- Performs other duties as required.

Other Functions:

- Performs similar or related work as required, directed, or as situation dictates
- Continues professional development, maintaining knowledge of new municipal accounting and finance requirements
- Assists other department staff as needed to promote a team effort to serve the public

Minimum Required Qualifications:

Education, Training and Experience:

Must possess a bachelor's degree in accounting from an accredited four-year college or university, plus fifteen (15) years of working experience in fiscal administration with progressive responsibility in accounting. A master's degree in accounting may be substituted for two (2) years of the 15 years required experience.

Special Requirements:

Must have and maintain: Valid state issued Driver's License.

Knowledge, Ability and Skill:

Knowledge: Thorough working knowledge of governmental accounting and practices as well as the principals of generally accepted government accounting principles; knowledge of state and federal laws, regulations and fundamentals related to municipal finance operations and administration; detailed knowledge of GASB statements; knowledge of municipal budgeting; strong working knowledge of financial systems related to department functions, experience with MUNIS preferred; knowledge of payroll processing, accounts payable, accounts receivable, cash management and end of period reporting; budgeting; internal controls and audit principles and practices, principles of supervision, training and performance evaluation.

Ability: Ability to oversee and maintain detailed and accurate records using information technology; ability to work with a computer on daily basis and utilize IT applications as they relate to the functions of the Accounting & Control Division; ability to design and use dynamic

financial spreadsheets; ability to read and understand financial documents; ability to learn new computer technology; ability to collect, organize, create, analyze and interpret complex financial data; ability to work effectively and maintain working relationships with department heads, state agencies, auditors, and banking representatives, etc.; ability to administer policies and procedures and to be able to explain them; ability to work independently; ability to prepare reports in oral and written form; ability to print and analyze financial reports as assigned; ability to prioritize work assignments to meet establish deadlines; ability to perform basic and complex calculations manually, or using technology; ability to apply accounting theory/principles in performing work assignments; ability to assign tasks, train and supervise staff; ability to prepare and manage an operating budget for the division; able to manage competing demands, able to adapt to frequent change, delays, or unexpected events; identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; works well in group problem solving situations; prioritize and plan work activities; Use time efficiently; demonstrate accuracy and thoroughness; monitors own work to ensure quality; demonstrate attention to detail; identify ways to improve and promote quality and efficiency; follow instructions, responds to management direction; commit to longer hours of work when necessary to reach goal; complete tasks on time; considerable ability to learn the operational objectives, methods and procedures of various Town departments and services; supports organization's goals and values; maintains confidentiality; treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Skill: Aptitude for working with numbers; good verbal and written communication; aptitude for working with and explaining policies and procedures to audiences of various sizes; aptitude for working with people and maintaining effective working relationships with various groups; sound administrative skills within an office environment; problem solving skills; aptitude for working with paperwork and details; skill in using above mentioned equipment and computer systems.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions	X			
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			

Vibration	X			
Other-				
Other-				
Other-				

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/Grip				X
Climbing or balancing	X			
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		
Other-Driving		X		
Other-Describe				

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)		X		
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- X Close vision (i.e. clear vision at 20 inches or less)
 Distance vision (i.e. clear vision at 20 feet or more)
 X Color vision (i.e. ability to identify and distinguish colors)

- _____ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- _____ Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- _____ No special vision requirements

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong working knowledge of the principles and practices of government accounting.
- Manages competing demands; Able to deal with frequent change, delays, or unexpected events.
- Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- Exhibits sound and accurate judgment; Supports and explains reasoning for recommendations decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Prioritizes and plans work activities; Uses time efficiently.
- Demonstrates accuracy and thoroughness; Monitors own work to ensure quality.
- Strong working knowledge of ERP systems, and management information systems, including basic computer applications such as Excel.
- Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Strong working knowledge of basic administrative functions, including office management, finance and personnel.
- Demonstrates attention to detail.
- Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Identifies ways to improve and promote quality and efficiency.
- Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time.
- Considerable ability to learn the operational objectives, methods and procedures of various Town departments and services.
- Communicates changes effectively; Monitors transition and evaluates results.
- Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, other employees, officials of other agencies, and the general public.
- Maintains confidentiality.

- Speaks clearly and persuasively in positive and negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Supports everyone's efforts to succeed.
- Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
- Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically.
- Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Asks for and offers help when needed.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

TO: Town Councilors

FROM: Alvin D. Schwapp, Town Manager *ADS*

DATE: January 9, 2026

RE: FY2026-32: PROPOSED REVISIONS OF THE OVERSIZED VEHICLE TRAFFIC
ORDINANCE, SECTIONS 19-65 THROUGH 19-73 OF THE BLOOMFIELD CODE
OF ORDINANCES

At the December 8, 2025, Town Council Meeting, it was moved by Councilor DeBeatham-Brown, seconded by Deputy Mayor Cindi Lloyd, and voted unanimously to schedule a public hearing at the next regular Town Council meeting regarding the Revision of the Oversized Vehicles Traffic Ordinance, Sections 19-65 through 19-73 of the Bloomfield Code of Ordinances.

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

After today's Public Hearing, it is recommended that the Council adopt the revised Oversized Vehicle Traffic Ordinance, Sections 19-65 through 19-73 of the Bloomfield Code of Ordinances.



OFFICE OF THE TOWN ATTORNEY

To: Town Council

From: Crumbie Law Group

Date: November 14, 2025

RE: Revision of Oversized Vehicle Traffic Ordinance, Secs. 19-65 through 19-73

Following the passing of the Oversized Vehicle Traffic Ordinance, located in Chapter 19 – Traffic, at sections 19-65 through 19-73, the Town and Town Attorneys office received several requests for clarification on the process for adding additional roads to the ordinance. For the sake of clarity, we recommend revising the ordinance as follows:

Sec. 19-66 – Authority.

Pursuant to Connecticut General Statutes § 7-148, the Town of Bloomfield traffic authority shall have the ~~power~~ authority to recommend ~~to~~ restricting the use of Town-owned streets by oversized vehicles. *Upon recommendation from the traffic authority, Town Council shall vote to approve or reject such recommendation.*

Explanation: This clarifies the intent of the ordinance, which was for the traffic authority to handle requests and assessments of roads and conditions and make a determination of whether a particular road should be restricted to oversized vehicle traffic. It also clarifies that the Town Council has oversight and authority to approve or reject such determination. This does not require a public hearing for each determination.

Sec. 19-71. – Restrictions on certain streets.

The Department of Public Safety shall maintain a current list, available for public inspection, of each road within the Town of Bloomfield on which the operation of oversized vehicle is restricted. No person shall operate any oversized vehicle on the following roads located in the Town of Bloomfield:

1. ~~Burr Road~~

Explanation: This streamlines the process for updating the public list. A publicly available list is more efficient and more quickly updated and further clarifies the initial intent that a public hearing is not required to add roads to the list.

REVISED

Chapter 19 – Traffic

ARTICLE VI. Oversized Vehicle Traffic

Sec. 19-65. – Definitions.

The following definitions apply to this article.

Oversized vehicle shall mean any motor vehicle having a gross weight of 14,000 pounds or greater, and includes the combined weight of a motor vehicle designed and used for the purpose of drawing a trailer or semitrailer and the attached trailer or semitrailer. The following vehicles are excluded from the foregoing definition: public safety vehicles; educational vehicles, municipal and municipal purpose vehicles; state and state purpose vehicles; federal and federal purpose vehicles.

Emergency shall mean a natural disaster, including a flood, fire, hurricane, or tornado, as well as major traffic accidents.

Sec. 19-66. – Authority.

Pursuant to Connecticut General Statutes § 7-148, the Town of Bloomfield traffic authority shall have the authority to recommend restricting the use of Town-owned streets by oversized vehicles. Upon recommendation from the traffic authority, Town Council shall vote to approve or reject such recommendation.

Sec. 19-67. – Considerations for decision.

The traffic authority shall consider all relevant facts and circumstances prior to making its decision on whether to limit oversized vehicle traffic on any street, which may include the following:

- (a) Width, and horizontal and vertical alignment of the street.
- (b) Composition of roadbed and pavement as they relate to the ability of the street to withstand oversized vehicles.
- (c) Availability of alternative routes for oversized vehicle traffic other than the street being considered.
- (d) Land use on the street in question.
- (e) Sightlines at places where traffic enters and exits the street.
- (f) Any relevant traffic report and its supporting testimony.
- (g) Public comments, evidence, and testimony from a public hearing.
- (h) Reports from other agencies, departments and commissions including but not limited to those of the town, if any.
- (i) Such other standards as are recognized and accepted by professional traffic engineers.

Sec. 19-68. – Limitations to be obeyed, signs to be posted, penalty.

- (a) Whenever the traffic authority has limited oversized vehicle traffic on a street and has posted signs on such street advising of such limitation, no person shall operate an oversized vehicle, unless exempt herein.
- (b) Signs posted to advise of such limitation shall comply with the Manual on Uniform Traffic Control Devices.
- (c) Any person who operates an oversized vehicle on a street in violation of any posted limitation of oversized vehicle traffic shall be deemed to have violated this article and shall be fined not more than two hundred and fifty dollars (\$250.00) for each offense.
- (d) Nothing herein shall preclude the Town from pursuing any and all other civil remedies available under state law at the violator's expense for the purpose of collection or for pursuing any other remedy at law or in equity, including injunctive relief and process for contempt.

Secs. 19-69. – Delivery of goods and services.

Nothing in this Ordinance shall prevent the use of any such restricted street or portion thereof by such oversized vehicle having a destination on such street for purposes of the delivery of goods or services to such destination.

Secs. 19-70. – Emergencies.

Nothing in this Ordinance shall prevent the use of any street or portion of street on a temporary basis in a declared emergency. The traffic authority shall have the power to act in an emergency, as defined herein, to reroute traffic on any of the streets restricted herein on a temporary basis, not to exceed 48 hours. In the event of a town-declared emergency, the traffic authority shall have the power to reroute traffic on any of the streets restricted herein on a temporary basis until such time as said emergency is determined by the Town to be over.

Secs. 19-71. – Restrictions on certain streets.

The Department of Public Safety shall maintain a current list, available for public inspection, of each road within the Town of Bloomfield on which the operation of oversized vehicle is restricted.

Secs. 19-72 – Exemptions.

This ordinance shall not apply to vehicles owned by any business with a place of operation located on any road named herein, provided such business was properly registered in the State of Connecticut on the date of inclusion of such road in this ordinance, and provided also that such business operated at a location on such road on the date of inclusion of such road in this ordinance.

19-73. - Reserved.

Chapter 19 – Traffic

ARTICLE VI. Oversized Vehicle Traffic

Sec. 19-65. – Definitions.

The following definitions apply to this article.

Oversized vehicle shall mean any motor vehicle having a gross weight of 14,000 pounds or greater, and includes the combined weight of a motor vehicle designed and used for the purpose of drawing a trailer or semitrailer and the attached trailer or semitrailer. The following vehicles are excluded from the foregoing definition: public safety vehicles; educational vehicles, municipal and municipal purpose vehicles; state and state purpose vehicles; federal and federal purpose vehicles.

Emergency shall mean a natural disaster, including a flood, fire, hurricane, or tornado, as well as major traffic accidents.

Sec. 19-66. – Authority.

Pursuant to Connecticut General Statutes § 7-148, the Town of Bloomfield traffic authority shall have the **authority to recommend** restricting the use of Town-owned streets by oversized vehicles. **Upon recommendation from the traffic authority, Town Council shall vote to approve or reject such recommendation.**

Sec. 19-67. – Considerations for decision.

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- (a) Width, and horizontal and vertical alignment of the street.
- (b) Composition of roadbed and pavement as they relate to the ability of the street to withstand oversized vehicles.
- (c) Availability of alternative routes for oversized vehicle traffic other than the street being considered.
- (d) Land use on the street in question.
- (e) Sightlines at places where traffic enters and exits the street.
- (f) Any relevant traffic report and its supporting testimony.
- (g) Public comments, evidence, and testimony from a public hearing.
- (h) Reports from other agencies, departments and commissions including but not limited to those of the town, if any.
- (i) Such other standards as are recognized and accepted by professional traffic engineers.

Sec. 19-68. – Limitations to be obeyed, signs to be posted, penalty.

- (a) Whenever the traffic authority has limited oversized vehicle traffic on a street and has posted signs on such street advising of such limitation, no person shall operate an oversized vehicle, unless exempt herein.

- (b) Signs posted to advise of such limitation shall comply with the Manual on Uniform Traffic Control Devices.
- (c) Any person who operates an oversized vehicle on a street in violation of any posted limitation of oversized vehicle traffic shall be deemed to have violated this article and shall be fined not more than two hundred and fifty dollars (\$250.00) for each offense.
- (d) Nothing herein shall preclude the Town from pursuing any and all other civil remedies available under state law at the violator's expense for the purpose of collection or for pursuing any other remedy at law or in equity, including injunctive relief and process for contempt.

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This ordinance shall not apply to vehicles owned by any business with a place of operation located on any road named herein, provided such business was properly registered in the State of Connecticut on the date of inclusion of such road in this ordinance, and provided also that such business operated at a location on such road on the date of inclusion of such road in this ordinance.

19-73. - Reserved.

TO: Town Councilors
FROM: Alvin D. Schwapp, Town Manager 
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.



TOWN COUNCIL

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 NO: 110.05
DATE: 6/21//2016
AMENDED: July 11, 2012
DISTRIBUTION: Town Council 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 FORUMS¹

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 Mayor² 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.

¹These procedures shall not apply to hearings or matters where procedures are subject to contrary state or federal law or regulation.

²Throughout 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 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



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