

TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Reporting Requirements for Representatives
of Certain Bloomfield Boards & Commissions

NO: Policy # 110.08

DATE: 03/09/20

AMENDED:

DISTRIBUTION: All Boards & Commissions

BY: Town Council

APPROVED: March 9, 2020

I. PURPOSE

The Bloomfield Town Council seeks input from appointed representatives of certain Bloomfield Boards and Commissions and hereby request periodic reports and updates to the Council on matters (of the Board or Commission) potentially affecting the Town of Bloomfield in a physical, fiscal, or other significant manner. Matters of Council interest include, but are not be limited to, proposed changes in fees, taxes, or utilization rates that affect Bloomfield, organizational changes, development policies, legislation, and pending votes and/or actions directly impacting Bloomfield's fiscal and physical development.

II. RESPONSIBILITY

It is the responsibility of the boards and commissions to adhere to this policy. It is believed that boards and commissions most affected by this reporting requirement are those lacking a direct staff liaison, or who do not file meeting minutes regularly with the Town Clerk. Some of these are:

- Policy Board of Capital Region CROG
- CRCOG Transportation Committee
- Central Regional Tourism District
- Greater Hartford Flood Commission
- Greater Hartford Transit District
- Hartford Area Cable TV Advisory Council
- MDC representative
- Emergency Medical Systems Committee
- Bloomfield Housing Authority
- West Hartford Bloomfield Health District
- Lower Farmington River & Salmon Brook Wild and Scenic Committee

III. FORMS

N/A

IV. PROCEDURE

- A. Reporting frequency will be determined by the Council, but and in no case shall be less frequent than annually. More frequent reporting is suggested if, in the representative's judgment, there are timely matters that may require attention of Council.
- B. Reports may be made orally or in writing, but the representative should be prepared to appear in person if requested.
- C. The representative, board or commission should seek input from the Council, Town Manager or staff on all issues relevant to Bloomfield.