There was a regular meeting of the above referenced subcommittee held on Monday, April 15, 2019 at 6:00 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors David Mann, Kevin Gough and Patrick DeLorenzo and Mayor Suzette DeBeatham-Brown

Also present were: Marguerite Phillips, Town Clerk and India Rodgers, Clerk of Council

Absent was: Councilor Elizabeth Waterhouse

The meeting was called to order at 6:00 p.m.

**Status Update regarding Boards & Commissions**

Consider and Take Action regarding Appointments to Boards and Commissions (Monthly Report)

Ms. Marguerite Phillips, Town Clerk gave a status update and monthly report on the current vacancies and recommendations of appointments to the following Boards & Commissions:

**Central Regional Tourism District, Inc.**

This board is in need of a Bloomfield representative to serve. The mission of the District is to promote leisure, business, group and corporate travel to the region in keeping with the values of the individual communities served. This board meets four times a year (February, May, September and November) at 12 noon. The term will end November 2019 and no disclosure is required.

Mr. Dennis Hubbs (U), 16 Brooke Street has submitted an interest form for this appointment.

It was moved by Mayor DeBeatham-Brown, seconded by Councilor Gough and voted unanimously to recommend appointment of Mr. Dennis Hubbs, 16 Brooke Street to the Central Regional Tourism District, Inc. for a term ending November 2019, with no disclosure required.

** Beautification Committee**

The Town Clerk resigned a resignation letter from Sylvester Esangbedo for the Beautification Committee. This is a Democratic seat. This board has 1 Democratic vacancy and 7 Republican, minor or unaffiliated seats on this board.

Ms. Rise Cappadona (D), 36 Cold Spring Drive and Ms. Norvilla (Gwen) Findlay (D), 61 Daniel Blvd. have submitted their interest forms for an appointment to this committee.

It was moved by Mayor DeBeatham-Brown, seconded by Councilor Gough and voted unanimously to recommend appointment of Ms. Rise Cappadona (D), 36 Cold Spring Drive and Ms. Norvilla (Gwen) Findlay (D), 61 Daniel Blvd to the Beautification Committee for a term ending November 2019, with no disclosure required.
Conservation Energy and Environment Committee

The Town Clerk has received a resignation from Stephen J. Millette for CEEC. This is a Republican vacancy, with a term ending November 2019, with disclosure required. The Republican Party has recommended Mr. Seth Pitts (R), 108 Duncaster Road.

Councilor Gough questioned absences on other boards and commissions that Mr. Pitts may be serving on. It was noted that there is a meeting day and time with the Parks and Recreation Committee, of which Mr. Pitts is a member. Ms. Phillips indicated that Mr. Pitts has stated that he will resign from the Parks and Recreation Committee once he has been appointed to CEEC.

It was moved by Councilor DeLorenzo, seconded by Councilor Gough and voted unanimously to recommend appointment of Mr. Seth Pitts (R), 108 Duncaster Road to the Conservation, Energy and Environment Committee for a term ending November 2019, no disclosure required.

Bloomfield Recreation Committee

There are 2 Republican, minor party or unaffiliated vacancies on this committee. The term ends November 2019 with disclosure required.

Town Plan and Zoning Commission (Alternate)

The Town Clerk received a resignation for this elected Republican position effective March 12, 2019 from Lisa A. Vallera-Simone, 6 Boysen Drive.

This elected position must be filled within 60 days of the resignation, which would be May 10, 2019. The Republican Party has nominated Kathleen G. Blint, 25 Guilmartin Road with a term ending November 8, 2021, disclosure required.

Councilor Gough noted that this subcommittee attempted to establish a policy to interview for elected positions. It was also noted that chairs and candidates are aware of vacant positions. When there is only one candidate to interview, the process is not conclusive.

Mayor DeBeatham-Brown would like to ensure that the process is fair and consistent.

It was moved by Councilor DeLorenzo, seconded by Councilor Gough and voted unanimously to recommend appointment of Ms. Kathleen G. Blint, 25 Guilmartin Road as an alternate for the Town Plan and Zoning Commission with a term ending November 8, 2021, disclosure required.

New Business

Council Referred Item FY 18/19-45: Discussion and Possible Action Regarding Policy on Reporting Requirements for Boards and Commissions

Committee on Committees originally requested additional research regarding reporting requirements for Boards and Commissions. Ms. Phillips received information from 7 towns in the Hartford County. 4 have annual
reporting, 2 accept minutes, 1 select a Town Liaison who attends certain meeting and report back to the full Town Council.

It was moved by Councilor Gough, seconded by Mayor DeBeatham-Brown and voted unanimously to:

The subcommittee recommended this agenda item to the Administration & Education Subcommittee for discussion on the draft policy. They also requested to send this policy to Town Attorney Needelman for a legal opinion and then to full Council for a vote.

**Absenteeism**

Ms. Phillips sent out letters to all Board and Commission chairs for attendance records. Once this information has been gathered for review, a letter will be sent out to the actual board member inquiring about their attendance and continued interest in serving.

Mayor DeBeatham-Brown is not in agreement with the language used in the letter that was sent out to Committee Chairs. She would like to inquire about the reason for absenteeism of appointees, before asking them to submit their resignation letter.

It was suggested that the letter should contain language such as: “Contact the Town Clerk’s Office about available options.”

**Approval of Minutes**

It was moved by Councilor Gough, seconded by Mayor DeBeatham-Brown and voted unanimously to approve the minutes of February 19, 2019 with minor corrections.

**Adjournment**

It was moved by Mayor DeBeatham-Brown, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 6:35 p.m.