BLOOMFIELD TOWN COUNCIL
ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittee held on Monday, March 7, 2022 at 6:30 p.m. in via Zoom remote meeting platform.

Committee members present were: Mayor Danielle Wong, Chair, Deputy Mayor Gregory Davis, Co-Chair, Councilors Kenneth McClary, Shamar Mahon and Anthony Harrington

Also present were: Stanley Hawthorne, Town Manager, Sharron Howe, Assistant to the Town Manager, Scott Sharlow, Director of Information Systems & Technology, and India Rodgers, Clerk of Council

The meeting was called to order at 6:35 p.m.

OLD BUSINESS

Town’s Website Redesign Update

Mr. Scott Sharlow, Director of Information Systems & Technology and India Rodgers, Clerk of the Council gave a brief overview and status update of the Town’s Website Redesign project.

A Website Taskforce was created to review and assist in the redesign of the Town’s website. Several sessions were held to obtain feedback from department heads and staff. Mr. Sharlow outlined the redesign process and described the new additions to the existing website.

Civic Plus is our current website vendor will provide technical support for the redesign as well as direction to update and modify existing department webpages. They will also design the customized Economic Development subpage to better highlight what Bloomfield has to offer to businesses.

The final project includes the revitalization of the Home Page, incorporation of the Civic Clerk module and the customized Economic Development subpage. The project remains in budget.

Discussion

Mayor Wong asked about leveraging funding from the American Rescue Plan Act (ARPA).

Mr. Stanley Hawthorne, Town Manager gave a brief overview task of the Website Taskforce and staff resourcing.

Deputy Mayor Davis commented and inquired about job duties of the newly funded Webmaster position.

In-Person Meetings (Hybrid System Technical Update)

Mr. Sharlow gave a brief overview of the status to hold In-Person Meetings and offering a hybrid option.

The Zoom hybrid solution installation is substantially complete. Information Systems & Technology department worked on some lingering issues with the vendor, that were eventually resolved. The system has
been stable. All Town Hall sites, Council Chambers, Conference Room #3 and Conference Room #5 are operational and ready for use. In the future, the Council may opt to add additional wireless microphones to Conference Room #5 and add them to Council Chambers.

Mr. Sharlow submitted a budget modification for FY 2023 to include 3rd party support for Council Chambers, Conference Room #3 and Conference Room #5 audio/video hardware and software.

Discussion

Mr. Hawthorne commented on the overall structure of hybrid meetings. He also mentioned the need to redesign Council Chambers and noted its inefficiencies.

Mayor Wong inquired about the timeframe to resume in-person meetings.

Councilor Kirton commented on the need to continue remote meetings. There is more participation from the community to attend Town meetings. He stated that he is ready for in-person meetings in Council Chambers, with consideration to seats on the Council dais, use of other meeting spaces to accommodate the public and lead by example.

Councilor Harrington concurs with Councilor Kirton to resume in-person meetings.

Deputy Mayor Davis would rather hold Council meetings at 330 Park Avenue.

Councilor Mahon would like to maintain the choice of hybrid accessibility.

Councilor McClary recommended providing as much access as possible to the community.

Mr. Sharlow commented on the set up at 330 Park Avenue for Council meetings. There is no permanent technology installed to accommodate this request.

Update/Council Chamber Upgrade Proposal

Mr. Hawthorne briefly gave an overview of the Council Chamber Upgrade Proposal. He noted the inefficiencies for the space and needs of the Town. This project would be a reconstruction of the current space, electrical and technical installations were included in the proposal. The cost estimate to construct and upgrade Council Chambers is approximately $750,000.

Infrastructure Policy Updates

Mr. Hawthorne stated that he is following the daily trends and reports regarding this new policy administered by the Federal government. The latest information and updates received was February 2022.

NEW BUSINESS

There was no new business to discuss.
ADMINISTRATIVE REPORT

The Town Manager gave his report during the discussion of agenda items.

PUBLIC COMMENTS

1. **Councilor Kirton** encouraged Council members to come out for topic discussion areas. He stated that too often the Town is reliant of state and federal funding dollars to sustain the Town. Councilor Kirton stated that the Town should find ways to bring investment to the Town. The need to attract new businesses, identify usable spaces and market to investors.

2. **Linda Pagani, 4 Guernsey Road** noted that she is in favor of offering a hybrid option for Town meetings.

APPROVAL OF MINUTES

It was moved by Councilor Mahon, seconded by Deputy Mayor Davis and voted unanimously to approve the minutes of February 7, 2022.

ADJOURNMENT

It was moved by Deputy Mayor Davis, seconded by Councilor McClary to adjourn the meeting at 7:45 p.m.