

# January 14

## Special Meeting

**Present:** First Selectman Mark E. Lyon, Selectmen Richard O. Carey and Anthony J. Bedini.

**Staff and Commissioners:** Charles LaMunier, Bob Papsin, Tony Martino, Liddy Adams, Kathy Gollow, Linda McGarr, Nick Solley, Ted Bent, Dave Werkhoven, Willie Smith, Rocky Tomlinson, Sheila Anson, Karen Craparo, Mary Anne Greene. State of Connecticut FOI Commissioner Thomas Hennick.

### Call to Order:

First Selectman Mark Lyon called the meeting to order at 7:10p.m. by welcoming Mr. Hennick and thanking those present for attending.

### FOI Commissioner Thomas Hennick presentation:

Mr. Hennick opened the discussion by telling those present that his purpose in being here was to help, answer questions and provide for a higher comfort level. For democracy to work, people need to know what is going on. It is law in the State of Connecticut that government be “open and accessible”.

Highlights discussed and explained:

\* Definition of public meeting:

any hearing or other proceeding of a public agency, or gathering of, or communication by or to a quorum of a multi-member agency, to discuss or act on any matter over which it has authority.

\* Three types of meeting:

1) Regular-meetings that follow the schedule that is filed with the Town Clerk for the year. Each meeting's agenda needs to be filed 24 hours prior to the meeting with the Town Clerk stating date, time, place of meeting and what business is to be conducted. Additional business can be added at the meeting.

2) Special-same posting requirements as above, plus needs to be sent to the Town's website 24 hours prior to the meeting. Additional business not on the Special Meeting Agenda cannot be added and/or discussed.

3) Emergency Meeting – no prior notice is required. These meetings should be held only if true emergency! If the business can possibly wait 24 hours – do this and post as a Special Meeting.

\* Open to the public:

every meeting is open to the public. They may be recorded, and/or videoed. However, it is up to the discretion of the board or commission to determine who speaks and for how long.

\* Executive Session:

The public is excluded from an Executive Session. However, Executive Session is a part of a public meeting and needs to be part of the noticed agenda stating the reason for entering into it. A vote needs to be taken to enter into Executive Session.

Five reasons for entering into Executive Session:

1) personnel,

- 2) pending litigation,
- 3) sale/lease or purchase of property,
- 4) security,
- 5) contents of a document exempt from disclosure.

NEVER vote in Executive Session. If a vote needs to be taken as a result of business discussed in Executive Session, the regular or special meeting must be re-entered and the vote taken there.

**\* Non-meetings:**

Public can be excluded from:

- 1) collective bargaining discussions,
- 2) executive level search committee meetings,
- 3) two members of a board or commission who are of the same party (caucus).

These do not need to be noticed and minutes do not need to be taken.

**\* Minutes:**

Minutes need to state the date, time, place of meeting, who attended, who voted and how they voted. They must be filed within seven days of the meeting.

**\* Records:**

Most records or files, including minutes of all meetings, are available to the public for inspection or copying. There are exemptions – see section 1-210.

**\* Requests for information/records:**

should be requested in writing. Town has four days to respond but can advise the “requester” it may take a day, week, month, etc. to get the information together – the request does not take precedence over job responsibilities, duties, etc.

**\* FOI Complaint Procedure:**

Complaint must be in writing to the FOI Commission, it is reviewed within 30 days of receipt. If it becomes an open file, it is referred to an ombudsman who tries to mediate. If this is not successful, a hearing is scheduled. FOI Commission votes. Decision can be appealed.

**Adjournment:**

Motion:

To adjourn the meeting at 8:40p.m. as there was no further business for discussion.

By Tony Bedini, seconded by Dick Carey and unanimously approved.

Respectfully submitted,  
Mary Anne Greene  
Selectmen's Secretary