

Town of Ridgefield Charter Revision Commission

Special Meeting Minutes

February 16, 2023, at 6:30 p.m.

Town Hall Annex Conference Room #2

These minutes are a general summary of the meeting and are not intended to be a verbatim transcription. A video of the meeting is available on the Town's website.

Members Present: Bob Cascella, Laurie Christiansen, Tom Lansen, Mike Lordi, Rebecca Mucchetti, Michael Rettger, Derick Schirm, Kim Welton, Todd Zagorec (by phone)

1. Call to Order

The meeting was called to order by Ms. Mucchetti at 6:30 p.m.

2. Public Comment

No public comment

3. Public Hearings recap and discussion

The discussion focused on ways to improve communications with the public. The CRC will review a draft press release at its February 23, 2023, meeting. The press release will provide background on the Charter and the CRC.

Ms. Christiansen will draft a communication discussion guide.

Future public hearing notices will include a start time but not specify an end time. The first item on the agenda for the public hearings in May will be a summary presentation on the CRC draft report.

4. CRC email account

Ms. Mucchetti read into the record an email from Mr. O'Brien with a question on the Charter.

5. CRC members suggested revisions, changes, and amendments to the Charter

CRC members' agreed that suggested revisions, changes, and amendments to the Charter will be handled in the same way as submissions from the public and other boards.

6. Planning session to schedule

The CRC discussed the process it will follow in reviewing suggested revisions to the Charter. The person, board, commission, or committee submitting a modification to the Charter will be given the opportunity to discuss their proposal with the CRC. At the next meeting, the CRC will discuss the proposal with a potential vote or deferral of the vote to a future meeting.

Each meeting should have an agenda item to address the planning of future meetings. The planning should identify which proposals will be discussed and who should be invited.

Items for discussion on February 23, 2023, will include proposals from Ms. Lionetti, Town Clerk, for various technical changes, proposals from Mr. Rettger for various technical changes, and the recommendation to change "Director of Civil Preparedness" to "Director of Emergency Management."

Items for discussion on March 2, 2023, will include a proposal from Mr. Lansen and Mr. Schirm on establishing a Board of Technology, recommended changes from Mr. Neblett, I.T. Director, and a recommended change from Ms. Burns and Mr. Steinman.

Items for discussion on March 9, 2023, may include the review of potential proposals from the Board of Finance.

7. Old Business

All CRC members have activated their town email addresses. Ms. Mucchetti will ask Ms. Sheerin to update the CRC roster.

8. Correspondence

The CRC received the "Information and Guidelines for Board, Committees, and Commission." A list of boards, commissions, and committees will be forwarded to the CRC. Mr. Rettger will reconcile the list to the committees in the Charter.

9. Review of Action Items spreadsheet

The CRC reviewed the action items spreadsheet.

10. Items for the February 23, 2023, Special Meeting Agenda

The CRC discussed the agenda items for the February 23, 2023, Special Meeting.

11. Minutes – review and approval

Motion to approve as amended the minutes of the February 9, 2023 meeting by Mr. Rettger, seconded by Mr. Cascella. Motion carries 9 to 0 in favor. Motion to approve as amended the

minutes of the February 11, 2023 meeting by Mr. Cascella, seconded by Mr. Schirm. Motion carries 9 to 0 in favor. Motion to approve as amended the minutes of the February 13, 2023 meeting by Mr. Cascella, seconded by Mr. Rettger. Motion carries 9 to 0 in favor.

12. Adjourn

Motion to adjourn at 8:33 p.m. by Mr. Cascella, seconded by Mr. Schirm. Motion carries 9 to 0 in favor.

Respectfully submitted,
Mike Lordi, Recording Secretary