

**Town of Ridgefield Charter Revision Commission (CRC)**

**Approved Meeting Minutes**

**May 4, 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, Rebecca Mucchetti, Michael Rettger, Todd Zagorec, Kim Welton, Laurie Christiansen, and Tom Lansen, Derick Schirm

Members Absent: Mike Lordi

**1. Call to Order**

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

**2. Public Comment**

Ms. Andrea Beebe of Main Street asked about the outcome of the proposal to require all town meetings be video broadcast or recorded, as many people felt the additional detail and context of discussion was helpful relative to meeting minutes.

**3. Continued Discussion of Open Proposal Items**

- a) Motion by Mr. Cascella to table discussion of the proposal to establish a Fire Commission until the following meeting, when the Fire Chief is available to meet in person and discuss his thoughts with the Commission. Seconded by Mr. Rettger. Motion carried 7-0. (Mr. Lansen had not yet joined the meeting.) (Tracker Item A-49\*)
- b) Motion by Mr. Rettger to amend Sec 5-1 to delete the sentence concerning attendance reports, as this was redundant with the language of Sec 6-3 (after proposed accepted amendments); to delete the words "and Secretary" from Sec 6-3 (after proposed accepted amendments), as this language was inconsistent with proposed accepted amendments to Sec 6-2; and amend Sec 8-4 to correct the Charter reference from Sec 5-12 to Sec 5-17. Seconded by Mr. Cascella. Motion carried 7-0. Mr. Lansen abstained as he was not present for the start of the discussion. (Tracker Items I-25, I-26, and I-27\*)

**4. Continued Discussion of Draft Report**

Ms. Christiansen reviewed changes she had made to the previous draft of the summary report, and discussed suggested edits she had received from the members. The members reviewed the drafts and offered suggestions for additional changes. Ms. Christiansen will

review comments and provide an updated draft for the members' review before the next meeting.

Mr. Rettger and Ms. Welton reviewed changes they had made to the previous draft of the summary of accepted proposals and discussed suggested edits they had received from the members. The members agreed to the order and content of columns in the new draft, and to moving item P-9 from the Procedural section to the Technical Change section. The members also discussed the status of Tracker Item A-11, and agreed that the outcome of discussion on that item was properly reflected in the materials. The members were asked to review the content of the "Proposal Description" column and provide any suggested edits to Mr. Rettger and Ms. Welton before the next meeting.

Mr. Rettger reviewed two alternate versions of the Charter "red line" for their presentation of the changes to Article XI. The members agreed that they preferred the first of the two versions.

The members reviewed the information contained in the Tracker, and agreed on which columns should be displayed for the summary of declined items for the draft report. Ms. Welton will work on developing a presentation format of this information for the next meeting.

Ms. Welton suggested that as part of the Commission's workproducts from its efforts this year, it should prepare a "best practices" guide of tools like the Tracker and the approach to the draft and final reports, for use by future Charter Revision Commissions. The members agreed this would be a valuable exercise to complete as part of its work.

## **5. Communications**

Ms. Christiansen reviewed ideas for content to offer the Ridgefield Press over the coming weeks for its coverage of the Commission's work, to facilitate residents' participation in the upcoming public hearing.

## **6. Review of Action Item**

There were no action items to update or discuss.

## **7. Old Business**

None

## **8. Correspondence**

Ms. Mucchetti acknowledged receipt of a letter from Fire Chief Myers offering comments on the proposal to create a Fire Commission.

## **9. Planning Future Calendars**

Ms. Mucchetti reported that she had confirmed dates, times and meeting rooms for the public hearing on May 20, special meetings on May 20 and May 23, and special meetings each Thursday evening from July 29 to August 24. She reported that while the plan is to cancel the currently scheduled meetings from early June to late July, it was her thought to wait until each date got closer before cancelling the meeting, in case something arose that would require the Commission to meet in this time window.

## **10. Minutes – Review and Approval**

Motion to approve as amended the minutes of the April 27, 2023 meeting by Mr. Cascella, seconded by Mr. Schirm. Motion carried 8-0.

## **11. Adjourn**

Motion to adjourn at 8:27 p.m. by Mr. Cascella. Seconded by Mr. Lansen. Motion carried 8 - 0.

Respectfully submitted,  
Mike Rettger, acting Recording Secretary

\* Tracker: The Change Request Tracker is a document that lists recommended changes received by the CRC.