AGENDA
January 8, 2019, 7:00 P.M.

***The Town Council will hold a Public Hearing at 6:50 P.M. in Conference Room L-101, Council Chambers.***

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. PUBLIC PARTICIPATION – IN GENERAL (In Person/Via Telephone: 860-665-8736) (3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

V. REMARKS BY COUNCILORS ON PUBLIC PARTICIPATION

VI. CONSIDERATION OF OLD BUSINESS
   A. Repeal of Newington Town Code §65.1, Article I, Community Cable Access
   B. 2019 Annual Meeting Schedule
   C. Town Manager Evaluation/Compensation
   D. Economic Development Director Staff Position Review
   E. Transit Village Design District

VII. CONSIDERATION OF NEW BUSINESS (Action May Be Taken by Waiving the Rules)
   A. Economic Development Director Goals
   B. Boards, Commissions & Committees (BCC) Booklet
   C. 2019 Budget Meeting Schedule

VIII. RESIGNATIONS/APPOINTMENTS (Action May Be Taken)

IX. TAX REFUNDS (Action Requested)
   A. Approval of January 8, 2019 Refunds for an Overpayment of Taxes

X. MINUTES OF PREVIOUS MEETINGS
   A. December 27, 2018 Regular Meeting Minutes

XI. WRITTEN/ORAL COMMUNICATIONS FROM THE TOWN MANAGER, OTHER TOWN AGENCIES AND OFFICIALS, OTHER GOVERNMENTAL AGENCIES AND OFFICIALS AND THE PUBLIC

XII. COUNCIL LIAISON/COMMITTEE REPORTS

XIII. PUBLIC PARTICIPATION – IN GENERAL (In Person/Via Telephone: 860-665-8736) (3 MINUTE TIME LIMIT PER SPEAKER ON ANY ITEM)

XIV. REMARKS BY COUNCILORS

XV. EXECUTIVE SESSION: REAL ESTATE – POSSIBLE ACQUISITION

XVI. ADJOURNMENT
To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: January 2, 2019
Re: Ordinance Adoption – Code Repeal, Chapter 65, Interlocal Agreements, Article I, Community Cable Access

The attached proposed ordinance was introduced at the December 27, 2018 Town Council meeting. There will be an item on the January 8, 2019 Town Council agenda, following the Public Hearing, to adopt the ordinance. Per the Town Charter, the ordinance will go into effect 15 days after the passage of the ordinance is published.

Please find as part of this item a Resolution for adoption of the Ordinance.

Attach.

Resolution – Repeal - Chapter 65, Interlocal Agreements, Article I, Community Cable Access
RESOLVED:

That the Newington Town Council hereby amends the Newington Code of Ordinances by adopting the repeal of the ordinance entitled “Chapter 65, Interlocal Agreements, Article I, Community Cable Access”, a copy of said ordinance is attached to this resolution.

MOTION BY: ________________________
SECONDED BY: _____________________
VOTE: _____________________________
PROPOSED ORDINANCE #1719-06

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF NEWINGTON THAT:

Chapter 65, Interlocal, Article I, Community Cable Access of the Newington Code of Ordinances is hereby repealed in its entirety:

Chapter 65
Interlocal Agreements
Article I
Community Cable Access

§ 65-1 Adoption of agreement.
The interlocal agreement to govern community cable access for the Towns of Newington, Wetherfield and Rocky Hill, on file with the Clerk of the Council, be and is hereby adopted to create a public agency to allocate air time equitably, adjudicate disputes on channel use, establish rules and procedures, enforce any applicable state and federal regulations, and perform such other tasks as may be assigned.

Introduced: December 27, 2018
Advertised: January 3, 2019
Public Hearing: January 8, 2019
Adoption: 
Advertised: 
Effective: 
MEMORANDUM

To:        Newington Town Council
From:      James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date:      January 2, 2019
Re:        Town Council Meeting Schedule - 2019

During the December 27, 2018 meeting the Town Council was presented with the proposed meeting schedule for the 2019 calendar year. This proposed calendar is presented for Council consideration and can be adjusted however the Council determines. The Council may also cancel, reschedule or add special meetings within Freedom of Information regulations as it sees fit.

A proposed schedule for special meetings pertaining to the Council’s review of the Town Manager’s budget will be presented during an upcoming meeting for review and scheduling of the Public Hearing’s.

A Resolution to approve the 2019 schedule is as attached for your consideration.

Attach.
Resolution - 2019 Regular Meeting Schedule
RESOLVED:

The Newington Town Council, in compliance with the Freedom of Information Act, hereby approves the 2019 Town Council Regular Meeting schedule as indicated on the attached document.

MOTION BY: ________________________
SECONDED BY: _____________________
VOTE: _____________________________
In compliance with the Freedom of Information Act, the following is a list of meeting dates of the Town Council for 2019.

**All meeting times are 7:00 PM unless otherwise indicated**

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 8, 2019</td>
<td>August 13, 2019</td>
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<tr>
<td>January 22, 2019</td>
<td>August 27, 2019</td>
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<tr>
<td>February 12, 2019</td>
<td>September 10, 2019</td>
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<td>February 26, 2019</td>
<td>September 24, 2019</td>
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<td>March 12, 2019</td>
<td>October 10, 2019**</td>
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<tr>
<td>March 26, 2019</td>
<td>October 22, 2019</td>
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<td>April 9, 2019</td>
<td>November 12, 2019*</td>
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<tr>
<td>April 23, 2019***</td>
<td>November 26, 2019</td>
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<tr>
<td>May 14, 2019</td>
<td>December 10, 2019</td>
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<tr>
<td>May 28, 2019</td>
<td>January 14, 2020</td>
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<tr>
<td>June 11, 2019</td>
<td>January 28, 2020</td>
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<td>June 25, 2019</td>
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<tr>
<td>July 9, 2019</td>
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<td>July 23, 2019</td>
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</table>

*Organizational Meeting – will be held at 8:00 p.m.
**Moved to Thursday, Oct. 10th due to Yom Kippur.
***Passover begins on 4/19/2019-4/27/2019

cc: Facilities Department
 IT Department
 Superintendent’s Office, Board of Education
MEMORANDUM

To: Newington Town Council  
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)  
Date: January 2, 2019  
Re: Town Manager Evaluation/Compensation

During the December 27, 2018 Town Council meeting the Town Manager Evaluation Subcommittee presented their final review and suggested compensation regarding the Town Manager’s evaluation for 2017-2018 Fiscal year.

A Resolution has been included for the Town Council’s consideration.

Attachment:
Resolution – Town Manager Compensation FY 2017-18
RESOLVED:

That reflective of the Town Manager’s performance from July 1, 2017 to June 30, 2018, the Town Council; hereby authorizes a salary increase of 2.50% on the current salary of Tanya D. Lane, Town Manager, for the fiscal year beginning July 1, 2018.
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: January 3, 2019
Re: Economic Development Director Staff Position Review

This discussion item has been continued from the December 27, 2018 meeting to discuss the benefits of the Economic Development Director position as a consultant, or as a permanent staff position in the future.

I have included for your review Job Descriptions from seven (7) towns and salary ranges for each of the supplied towns.

Attachments:
  o Job Descriptions: Towns of Berlin, Branford, Farmington, New Haven, New Milford, Newtown, Rocky Hill & Windsor
  o Salary Review Grid based on Supplied Job Descriptions
Job Title: Economic Development Director

Function: Under the direction of the Town Manager, oversees and administers the Town's economic development program. This includes real estate acquisition; special projects related to the economic development, real estate, and other development projects; as well as grant writing and administration. Spearheads economic development, real estate and special projects that require interdepartmental coordination. This is an exempt position in Group C of the Middle Management Association Salary Schedule.

Typical Duties, Responsibilities, Tasks & Assignments:
- Plans, directs, and administers all aspects of the Town's economic development and real estate functions. Leads real estate and related development agreement negotiations at the direction of the Town Manager. Recommends Departmental policies, projects, and procedures. Performs duties as Staff Liaison to the Town's Economic Development Commission and confers with the Town Manager and the Economic Development Commission concerning ongoing and future projects.
- Markets the Town's economic development opportunities and responds to media questions and inquiries. Manages local business retention programs to develop and grow businesses.
- Assists the Town Manager and other departments in the research, preparation and acquisition process for grants, some of which are in excess of $1 million. Provides oversight and grant management as necessary.
- Works in conjunction with the Town Manager to establish and oversee a project management system for the Town's priority capital projects. Oversees the management of programs, including tax abatements, infrastructure loans and grants, and façade grants. Provides technical assistance to all other Town Departments and/or Divisions engaged in capital projects particularly in the areas of real estate and grants.
- Under the direction of the Town Manager and Corporation Counsel, oversees and administers the Town's real estate acquisition activities for economic development, open space and for other governmental purposes. Serves as ombudsman for development projects, ensures due diligence and participates in property development activities as required.
- Plans, develops and implements short and long range strategic initiatives for economic development. Develops and presents strategic capital budget plans and administers ongoing budget.
- Develops and maintains effective working relationships with local businesses, developers, state and federal government officials, colleagues and the public and consistently displays tact and professionalism, in an effort to continually develop Berlin as guided by the Economic Development Commission.
- Performs other related duties as assigned.

Special Skills & Requirements: Bachelor's Degree with a minimum of 5 years of related experience or equivalent preferred. Strong leadership and communication skills required. Must possess a working knowledge of economic development; including governmental programs, real estate negotiation, contracts, and land use regulatory issues. Knowledge and experience in obtaining and administering grants including grants in excess of $1 million. Comprehensive technical and practical knowledge of the materials, methods and techniques relative to local economic development issues. Working knowledge of a variety of computer software programs including data collection and spreadsheets. Knowledge of municipal government processes and organization. Must possess the ability to work independently, to lead interdepartmental initiatives involving economic development, real estate and capital projects.

Job Environment: Minimal physical effort generally required in performing duties under typical office conditions and various outdoor weather conditions. Work is generally performed under typical office conditions but exposure to other conditions regularly occurs during site and business visits. Frequently, required to work outside normal business hours. Occasionally required to work on weekends and may be contacted at home at any time to respond to important situations and emergencies.
TOWN OF BRANFORD

SPECIAL PROJECTS MANAGER/ECONOMIC DEVELOPMENT COORDINATOR

Location/Dept: Town Hall/First Selectman’s Office
Reports to: First Selectman
Position Status: Full Time, Exempt, Salary
Weekly Hours: 40
Salary Classification: Per Union Contract
Affiliation: UPSEU Union (NEW)

Position Summary/Purpose:
The purposes of this position are to handle special projects, economic development, grants, public information, and intergovernmental affairs as directed. This position undertakes projects and initiatives, at the Selectman’s direction, that promote municipal improvement and which involve coordination with federal, state and regional governments and organizations. This position under the direction of the Economic Development Commission develops and implements a comprehensive Economic Development Program through such efforts as attracting new appropriate business, promoting and supporting existing business, assist businesses with development process and appropriate services for grants; etc. The Special Projects Manager/Economic Development Coordinator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Essential Job Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Handle special projects such as: sit on task forces for special projects; conduct research and compile data on issues of concern; staff Vision Project; review facility issues with other town officials; work with state agencies to improve ramp access from highways; sit on interdepartmental task forces; etc.
- Act as Town’s intergovernmental liaison with regional, state and federal entities to promote the Town’s interest on regulatory and legislative issues.
- Research and identify funding opportunities, including available grants, for other Town departments. Assist in the application process as requested by Department Heads. Track and monitor funding applications and awards.
- Serve as public information officer on Town Hall initiatives as well as issues of concern to the Town. Provide information via various media sources, such as press releases and Town website. Act as communication link between various boards and commissions and the Office of the First Selectman.
- Provide administrative and research support to Open Space Acquisition Committee to...
enable the Town to develop long-term strategic acquisition plans to improve and enhance the community’s quality of life.

- Assists business in understanding, interpreting pertinent laws. Assist businesses with development process.
- Maintains liaison activities and attends meetings with individuals, boards, commissions, regional organizations, groups and various business and community organizations which might impact on economic development activities such as: Town Center Merchants Committee, Chamber of Commerce, regional tourism bureau, regional workforce organization, etc. May attend/participate in legislative hearings relating to economic and community development.
- Provides direct support and to the Economic Development Commission. Prepares agendas and minutes. Provides recommendations to commission and implements goals and objectives for the Commission as directed
- Provides marketing and promotion for economic development and town related activities through publications, promotional/advertising pieces, promotional events, etc Work with local Chamber of Commerce and other business groups on joint projects such as the Annual State of the Town event as well as on specific projects such as business surveys.
- Research, analyze an evaluate technical data regarding business trends, town and region marketability, and other economic indicators in order to determine the feasibility and economic impact of proposed expansion and development.
- As necessary, maintain inventories of existing and potential businesses as well as community resources (public infrastructure data, socioeconomic demographics, education factors, etc.).
- Prepare and administer operating budget for economic development commission; present budget to appropriate Boards, First Selectman and RTM. Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating grants and EDC within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Submits oral and written reports to Town officials and state agencies as requested.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continue professional development; keeping current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible technical and administrative responsibilities requiring a strong knowledge of economic development regulations and state statutes, and various grant and intergovernmental regulations, and a substantial exercise of judgment and initiative to effectively and efficiently accomplish projects.
**Supervision Received:** Works under the general direction of the First Selectman, Economic Development Commission following professional standards, procedures and policies.

**Supervision Given:** None

**Minimum Required Qualifications:**

**Education, Training and Experience:**
The qualifications required would generally be acquired with a Bachelors Degree in economic development, public administration, business management or related field and more than 5 years of relevant experience; or any equivalent combination of education, work experience and training. Masters degree preferred.

**Special Requirements:**
Must have and maintain: Valid CT Drivers License.

**Knowledge, Ability and Skill:**

**Knowledge:** Thorough knowledge of economic development practices and the principles; thorough knowledge of related federal, state and local laws and program to promote and assist businesses; thorough knowledge of intergovernmental affairs; thorough knowledge of municipal government and grants administration; thorough knowledge of business promotion and business development; thorough knowledge of industrial park development techniques; knowledge of planning and development process and how it relates to business development; knowledge of appropriate computer systems; knowledge of public information practices

**Ability:** Ability to promote the Town to the business community; ability to manage promotion programs for businesses.; ability to guide businesses through the development process and various state or local incentive programs; ability to project a professional image of the Town through web site, brochures, literature and speaking engagements; ability to maintain working relationships with businesses, state and regional agencies, etc.; ability to prepare and administer an operating budget; ability to conduct research to manage special projects and grants; ability to multitask; ability to prepare and present technical and narrative reports in oral and written form; ability to use computer systems and data bases; ability to draft legislative language and supporting testimony for state or federal legislative and regulatory purposes.

**Skill:** Excellent verbal and written communication skills; aptitude for working with and explaining laws and regulations to people; aptitude for working with people and maintaining effective working relationships with various groups; problem solving skills; aptitude for working with paperwork and details; skill in using the mentioned equipment; skills associated with the supervision and training of staff.
**Job Environment:**

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public/businesses via telephone; frequently required to perform visits to business or site visits of possible development projects and some development construction sites which could be a very loud situation under possible adverse weather conditions, including extreme hot and cold; frequently driving to visit businesses, attend meetings or setting up programs for businesses.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent contact with developers, property owners, businesses, public utilities, Town Attorney, Town staff, Town Officials, state, regional and federal officials and offices, other towns, many regional, state and federal agencies. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require a high level of professionalism.

Errors in judgment or omissions could result in monetary loss, legal ramifications.

**Physical and Mental Requirements:**

### Work Environment

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor Weather Conditions</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Work in high, precarious places</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work with toxic or caustic chemical</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Work with fumes or airborne particles</td>
<td>X</td>
<td></td>
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<tr>
<td>Non weather related—extreme heat/cold</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Work near moving mechanical parts</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Risk of electrical shock</td>
<td>X</td>
<td></td>
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<tr>
<td>Vibration</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Other-Visit business</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Other-</td>
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<tr>
<td>Other-</td>
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### Physical Activity

<table>
<thead>
<tr>
<th>Physical Activity</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walking</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Sitting</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Talking &amp; Hearing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Using hands/fingers to handle/feel</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Climbing or balancing</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stooping, kneeling, crouching, crawling</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaching with hands and arms</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>smelling</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
Bending, pulling, pushing | X |  
Other-Driving | X |  
Other- |  |  

Lifting Requirements

<table>
<thead>
<tr>
<th>Weight Limits</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 10 pounds</td>
<td>None</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Up to 25 pounds</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Up to 50 pounds</td>
<td>X</td>
<td></td>
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<td></td>
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<tr>
<td>Up to 75 pounds</td>
<td>X</td>
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<tr>
<td>Up to 100 pounds</td>
<td>X</td>
<td></td>
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<tr>
<td>Over 100 pounds</td>
<td>X</td>
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</table>

Noise Levels

<table>
<thead>
<tr>
<th>Noise Levels</th>
<th>None</th>
<th>Under 1/3</th>
<th>1/3 to 2/3</th>
<th>Over 2/3</th>
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</thead>
<tbody>
<tr>
<td>Very Quiet (forest, isolation booth)</td>
<td>X</td>
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<td></td>
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<tr>
<td>Quiet (library, private office)</td>
<td>X</td>
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<tr>
<td>Moderate noise (computer, light traffic)</td>
<td></td>
<td>X</td>
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<td></td>
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<tr>
<td>Loud Noise (heavy equipment/traffic)</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very Loud (jack hammer work)</td>
<td>X</td>
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</table>

Vision requirements

_**X**_ Close vision (i.e. clear vision at 20 inches or less)
_**X**_ Distance vision (i.e. clear vision at 20 feet or more)
_**X**_ Color vision (i.e. ability to identify and distinguish colors)
_**X**_ Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
_**X**_ Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)
____ No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)
Town of Farmington

Title: Economic Development Director  Date: October 2011
Department: Town Manager's Office  EEO Class: 1

POSITION SUMMARY
Plans, designs, coordinates, and administers matters relating to the promotion and development of economic resources of the Town of Farmington. Directs services and programs related to economic development, business retention and business attraction. Provides the Town Manager and Economic Development Commission with policy guidance and framework for development, redevelopment and revitalization strategies.

GENERAL DUTIES:
Directs a variety of programs related to economic development and keeps abreast of development in these areas through attendance at meetings, conferences, and workshops, and through consistent review of relevant literature.

Identifies programmatic needs and strives toward the development of comprehensive economic development programs.

Develops effective working relationships with other Town agencies and appropriate public and private entities, and various community groups and organizations.

Administers the Town’s Business Plan. Establishes objectives and performance standards and conducts administrative reviews and program evaluations in order to monitor and improve the effectiveness and efficiency of economic development services.

Serves as the Town’s representative to a number of organizations such as the Metro Hartford Alliance, Chamber of Commerce, State Legislature and State Agencies.

Provides guidance to businesses concerning various economic development programs.

Maintain and distribute information on the Town of Farmington to the business community.

Is responsible for the overall marketing plan for the Town of Farmington. This includes creation and publication of all marketing materials as well developing marketing strategies. Responsible for keeping all marketing materials current.

Provide orientation services for new and prospective businesses. Maintains records of all business contacts and dealings.

Responsible for carrying out the policies and plans of the Economic Development Commission. Attends various night meetings including but not limited to the Economic Development Commission and Town Plan and Zoning, as required.

Participates in business visitation meetings and maintains a communication link between the business community and the Town Government.

Collects, maintains, and interprets information relating to local economic trends, marketability, opportunities and problems. Designs, conducts, and interprets various technical reports involving demographic, sociological, real estate, and statistical data.

Composes informational pieces for the business community for periodicals such as the Farmington Town Newsletter and other local media outlets.
Assists in the preparation and administration of grants.

Organize meeting functions sponsored by the Town of Farmington involving the business community, i.e. quarterly breakfasts.

Performs other related work as assigned.

**SUPERVISION RECEIVED:**
Works under the direct supervision of the Town Manager.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Strong knowledge of State and Federal economic development programs.

Strong ability to understand, create and promote a marketing plan. Strong knowledge of various marketing techniques.

Strong ability to communicate orally and in writing and to coordinate administrative activities.

Good knowledge of the principles and practices of development programs and the applicable laws, regulations and ordinances.

Some knowledge of municipal assessment principles and practices.

Knowledge of the application of the principles and practices of public administration and intergovernmental relations.

Some knowledge of the principles and practices of planning and zoning and building inspection.

Knowledge of the basic components of the real estate business and real estate trends.

Strong knowledge and skills in desktop computer and software programs. Ability to create databases, spreadsheets, PowerPoint presentations and other publications using Microsoft Office and other publishing software.

Ability to prepare clear and concise written reports and correspondence, and to communicate in both a written and oral manner.

Ability to design, develop and administer development programs and activities that meet the specific needs of the community.

Exceptional ability to work with various groups of people and establish and maintain an effective working relationship.

**QUALIFICATIONS**
A master’s degree from a recognized college or university in economic development, public administration, business administration or a related field plus three years of experience in business or government, or an equivalent combination of education and qualifying experience as determined by the Town Manager.

**PHYSICAL DEMANDS:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The
employee is frequently required to sit. The employee is occasionally required to walk; talk or hear; sit; and smell. Specific vision abilities required by this job include close vision, and must also be able to see objects far away as in driving and the ability to adjust focus.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions. The employee occasionally works in cold or adverse conditions.

**LICENSES OR CERTIFICATION:**
Valid Connecticut Driver’s License.
ECONOMIC DEVELOPMENT ADMINISTRATOR

NATURE OF WORK
Highly responsible, cabinet level position reporting directly to the Mayor. Work involves the oversight and implementation of all aspects of physical and economic development within the City, including, business, retail, housing, and neighborhood development, with special emphasis on innovative strategies for job creation.

The Economic Development Administrator is responsible for coordinating and improving departments involved in municipal economic, business and housing development including: The Small Business Initiative, Commission on Equal Opportunity, City Plan, Livable City Initiative, and Traffic & Parking.

The Economic Development Administrator interacts with developers and private businesses, as well as community and political leaders and members of the public to ensure the economic development of the City.

ILLUSTRATIVE EXAMPLES OF WORK
Advises and represents the Mayor on active city development projects and prospects, as well as legislative matters relating to economic, business and housing development;

Responsible for oversight of agency implementation of all aspects of economic, business and housing development;

Responsible for the formulation of the City’s policy and strategic direction for development issues;

Maintains cooperative relationships among City agencies, as well as non-profit and private sector economic, business and housing entities;

Works cooperatively with civic and political leaders, as well as local citizens.

REQUIREMENTS OF WORK
A Master’s Degree in public administration and at least 10 years high-level experience in public, business administration, or economic development. Law degree preferred. Any equivalent combination of training and experience which provides the following knowledge, abilities, skills and competencies:

Thorough knowledge of the basic principles of organization, management, and financial administration of government;

A minimum of five to ten years experience in economic development including extensive knowledge of local, state and federal laws and programs, with an emphasis on economic and business financing programs and application processes;

Ability to express factual information and ideas effectively, both orally and in writing;

Ability to analyze, plan and finalize complicated projects;

Ability to establish and maintain effective working relationships with other City departments, personnel, elected officials and the general public.

Residency in the City of New Haven is required within 6 months of appointment.
TOWN OF NEW MILFORD

JOB DESCRIPTION

Economic Development Director
Non-Union/Exempt

General Statement of Duties:

General responsibilities include coordination and implementing projects and programs to support commercial, office and industrial development; business attraction; business retention; small business development initiatives; development of public facilities and infrastructure to promote economic development. Work with potential developers, employers, brokers, realtors, government agencies and the general public to retain and expand business. Coordinates all of the above duties with Mayor, Economic Development Commission, Economic Development Corporation and Land use Boards and Commissions.

Supervision Received:

Works under the direct supervision of the Mayor or the Mayor’s designee in the absence of the Mayor.

Supervision Exercised:

Coordinates with office staff as required.

General Duties:

- Coordinates day-to-day operations related to Economic Development Department activities, including but not limited to business recruitment, retention and expansion, tourism, etc.
- Maintain an organized office resource center for files, records, and promotional data. Maintain current inventory of available sites, building space, lease/rental properties. Maintain current statistics, demographics, maps and charts. Assist in site analysis by preparing information packets; research properties and business and participate in facilitation of prospect tours.
- Demonstrate persistent follow up on contacts, leads, notifications and prospects to facilitate assistance to existing and potential business and industry.
- Coordinate and implement a marketing plan with the Economic Development Commission. Develop promotional materials for business prospects and for the Town’s Economic Development web site.
• Coordinate a Strategic Action Plan for short and long-range development in cooperation with, Economic Development Commission, Economic Development Corporation, Town Boards and Commissions, developers and the general public.
• Serve as a director of the New Milford Economic Development Corporation, and fulfill other duties related to the work of that corporation as necessary.
• Maintain contact with state and federal agencies regarding economic development, land use planning and funding. Assist businesses with state and federal resources for funding.
• Participate in economic development associations and activities within CT and the region which could further interest in New Milford properties.
• Develop and present status reports for the Mayor, the EDC and applicable business associations, demonstrating business generation and retention.
• Coordinate the scheduling of the Development Service Team and chair meetings with business owners, developers and their representatives.
• Develop and present a detailed weekly report of business outreach activities.
• Plan, develop and apply for grants as appropriate.
• Prepare the economic development departmental budget.
• Mandatory attendance at Town Council, Board and Commission and Business Association meetings as required.
• Promote business through development of an effective media and advertising campaign.
• In concert with the Mayor, the Council and the Charter, regularly review policies for granting tax incentives.
• Review and discuss the adequacy of available land with respect to long range Town plans for smart growth.
• Promote upscale shopping, restaurants, and premier homes as applicable.
• Monitor and present progress on specific projects to assure project viability.
• Promote a favorable regulatory climate for business, thru regular interaction with municipal department heads.
• Provide input relevant to Town spending for ancillary services important in maintaining a thriving business climate and a positive quality of life for the Town’s citizens.
• Other related duties as assigned or required.

Knowledge, Skills and Ability:

• Demonstrated knowledge of the principles and practices of business, economic development, and land use laws, codes and regulations.
• Demonstrated knowledge of marketing and sales for economic development
• Excellent interpersonal and speaking skills
• Ability to understand and utilize financial feasibility reports, interpret pro forma analyses, current economic trends and forecasting and real estate finance.
• Demonstrated experience in grant-writing applications and governmental budgeting preparation.
• Effective organizational, interpersonal, written and oral skills.
• Ability to interface with the public, clients, and other employees in a courteous manner.
• Ability to utilize Windows run programs, email, Internet access, database and spreadsheet entry and reports preferred. Ability to learn new programs as needed.
• Ability to walk or stand for long periods of time and work in inclement weather.
• Must be able to work independently with minimal supervision.
• Must be able to drive, maintain a valid driver’s license, utilize air flight, train or bus travel as needed.

**Education, Training and Experience:**

• A Bachelor’s Degree in Business/Public Administration, Economics, Marketing, Finance, Urban Planning, Commercial Real Estate, or a closely related field from an accredited college or university required. A CEcD certification from the IEDC may be substituted in lieu of a Bachelor’s Degree.
• Experience in Economic Development preferable.
• A municipal or related environment background preferred.
• Must have excellent public relations and public speaking skills.
• Must be willing to submit to a background check including fingerprinting and credit check.
• Must be able to be bonded.

(This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.)

The Town of New Milford is an Equal Opportunity Employer.

Approved by Town Council:__________________

**Updated 4/2/14**
TOWN OF NEWTOWN

Land Use Agency

ECONOMIC AND COMMUNITY DEVELOPMENT COORDINATOR

GENERAL STATEMENT OF RESPONSIBILITIES

Coordinate local government activities to facilitate, community development projects and economic development activities in Newtown pursuant to established land-use policies regulations and strategies as adopted by town boards and agencies. Undertake activities that will improve the economic climate of the town with the principle objective of sustainable tax revenues. Will assist with regional, state and federal agencies for community development and economic development issues and projects of local impact. Perform related work as required.

SUPERVISION RECEIVED

Receives general administrative direction from the Director of Planning; consults with various boards and commissions related to economic and development activities within the Town.

SUPERVISION EXERCISED

May be responsible for specifically assigned projects made by the Director of Planning, such as supervision of an advertising agency, public relations firm, graphics persons or consultants.

WORK RESPONSIBILITIES SHALL INCLUDE

a. Shall provide appropriate leadership in initiating, developing, coordinating, implementing and managing community development programs, economic development activities, revitalization efforts and related projects and/or programs.

b. Shall compile and analyze data on economic, social and physical factors having an impact on Newtown’s development. Review local economic base and employment data, demographic, housing and income data and shall maintain a data base of such information for use in planning and economic development applications.

c. Work closely with land use and other departments, town boards and commissions in developing short and long-term economic development strategies. Confer with attorneys, developers, boards and commissions and the general public in development matters.

d. Analyze the fiscal and social impact of planning goals, regulations and policies and report on their effectiveness, recommend revisions and updates where indicated.

e. Develop, implement and supervise an economic and marketing plan to attract development that will positively impact and sustain the tax-base.
SKILLS AND BACKGROUND REQUIRED

Bachelor’s Degree (preferably a Masters) in some form of Community, Urban or City Planning with an emphasis on Economic Development, supplemented by Graduate Studies in related fields and/or, in addition to the Primary Degree at least 5 years of actual working experience preferably in the State of Connecticut or in another New England State.

Must have the ability to perform and manage difficult, professional and responsible work tasks, and provide effective leadership in guiding the Town’s economic development activities. Must be able to develop and maintain a close working relationship with all municipal departments, state and federal regulatory agencies and municipal boards and commissions.

A goal oriented individual with demonstrated competency and experience as a conceptual thinker, self-starter, who is confident before a large group and sympathetic on a one-on-one basis. Must have strong verbal and written communication skills. Public speaking and presentation abilities are necessary.

Knowledge of and the ability to interpret Connecticut General Statues, technical codes and regulations pertaining to land use and economic development initiatives.

Rev. 9/14
Town of Rocky Hill
Job Description

POSITION: ECONOMIC DEVELOPMENT DIRECTOR
DEPARTMENT: ECONOMIC DEVELOPMENT
REPORTS TO: TOWN MANAGER
SUPERVISES: N/A
BARGAINING UNIT: MEUI LOCAL #506

Summary of Responsibility:
Responsible for the promotion and development of the economic resources of Rocky Hill. Manages services and programs related to economic development as assigned by the Town Manager. Provides the Town Manager with policy guidance and framework for redevelopment and revitalization strategies. Acts as staff to the Economic Development Commission and the Redevelopment Agency. Implements projects and actions as directed by the Town Manager to meet the goals of the long range plan of conservation and development as well as new opportunities for real estate and infrastructure investment.

Essential Functions:
1. Actively solicits businesses to locate within the Town, and works to retain existing businesses, and assists with their expansion plans and any problems they may experience;
2. Plans and develops promotional materials for the Town;
3. Serves as staff representative to the Economic Development Commission (EDC) and the Redevelopment Agency, and attends their monthly and special meetings;
4. May attend other meetings as required and requested by the Town Manager;
5. Maintains economic development data and information on existing businesses and available land and buildings;
6. Prepares EDC correspondence;
7. Conducts site visits when appropriate;
8. Markets and solicits businesses for the development of Phase II of the Rocky Hill Industrial Park;
9. Works with the Chamber of Commerce when directed to do so;
10. Assists other departments, board, commissions and the public, as required; and
11. Must provide state reports to the Town Manager.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:
1. Bachelor’s degree in economics, business, public administration or related field is preferred;
2. Must have professional training and experience in grant writing and/or at least five (5) years’ experience in preparing, writing and acquiring grants;
3. Experience in industrial/commercial development or in an economic development organization or any combination of education and experience which provides a demonstrated ability to perform any duties of the position;
4. Ability to speak effectively to the various groups (commissions, agencies, public); and
5. Must possess a valid Connecticut driver’s license.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.
TOWN OF WINDSOR
POSITION DESCRIPTION

Job Title: Economic Development Director
Department: Development Services
Reports To: Town Manager
FLSA Status: Exempt
Approved By: Town Council
Approved Date: September 5, 2000

GENERAL PURPOSE

Performs complex administrative, technical and professional work in coordinating new economic development and retaining existing business in Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates programs relating to business development, retention and expansion; prepares and provides technical assistance to various boards and commissions at direction of Town Manager; coordinates activities with other Town departments and outside agencies as needed.
- Develops short and long range economic development plans; designs and implements economic development programs and services; makes presentations to staff, Town Manager, Town Council, boards, commissions, civic groups and the general public.
- Develops and maintains a comprehensive inventory of available buildings and sites in the community for economic development purposes; prepares and maintains information on utilities, taxes, zoning, transportation, community services, financing tools, etc.
- Responds to requests for information from prospective and resident businesses inquiring about economic development activities and opportunities; arranges and conducts meetings between business representatives and Town staff.
- Serves as a liaison to boards and commissions, community groups, civic organizations and local business organizations; actively participates in state and regional economic development associations; interacts with and work as an advocate for the business community.
- Monitors local, state and Federal legislation and regulations relating to economic development, and reports findings, trends and recommendations to staff and Town Manager.
- Prepares or coordinates the preparation of graphics, charts, tables, promotional materials, etc. for economic development activities; coordinates and manages professional service contracts as assigned.

ADDITIONAL DUTIES

- May prepare, write and administer grant applications related to economic development.
- Participates in meetings, seminars and training sessions; serves as a member of various employee committees.
- Performs related work as required.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience
- Bachelor’s degree with Master’s degree preferred in business or related field, supplemented by five years experience in municipal/regional economic development or real estate; or
- Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities
- Knowledge of principles and practices of economic development; knowledge of business development; working knowledge of municipal zoning and infrastructure; working knowledge of planning programs and processes.
- Skill in the operation of the listed tools and equipment; skill in conducting financial analysis with ability to put deals together. Ability to negotiate and deal persuasively with commercial and industrial developers; ability to market and sell the community to prospective customers.
- Ability to express ideas effectively in oral and written form; ability to represent business interests; ability to be innovative and receptive to new ideas; ability to establish effective working relationships with business representatives, contractors, developers, other employees and the general public; ability to undertake a broad range of assignments and self-initiated activity.

Special Requirements
- Valid Connecticut driver's license or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing applications; motor vehicle; calculator; phone; copy and fax machine.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and physical environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments and construction sites. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; talk or hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
The noise level in the work environment is usually quiet in the office and moderate in the field.

The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Windsor and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.
### Economic Development Director Research

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<tr>
<th>Town</th>
<th>FT/PT</th>
<th>Hours</th>
<th>Office in Town Hall</th>
<th>Salary</th>
<th>Benefits</th>
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<tr>
<td>New Haven</td>
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</tr>
</tbody>
</table>

*Newly created full time vacancy.*
MEMORANDUM

To: Newington Town Council
From: Tanya D. Lane, Town Manager
Date: January 3, 2019
Re: Discussion of Draft TVDD Overlay Zone Regulations Outline

Following the presentation and discussion of the potential train station on Cedar Street at the November 27, 2018 Town Council meeting, planning and development staff prepared a draft outline for Transit Village Design District (TVDD) Overlay Zone regulations, which was presented on December 11, 2018, that could be applied to areas near the proposed train station site.

Town Planner, Craig Minor will be present to answer questions of the Town Council with their review of that draft.

Attachment:
  o Transit Village Design District [TVDD] Overlay Zone Regulations Outline, Draft 12/18/2018
TRANSIT VILLAGE DESIGN DISTRICT [TVDD] OVERLAY ZONE REGULATIONS
OUTLINE

*****DRAFT—12/11/18*****

1. Purpose

[Articulate the expectations of the TVDD regulations, including goals and objectives, overall harmony, critical mass and orderly development]

2. Applicability: TVDD Boundary Map

A. TVDD Overlay South – South of Cedar Street and Subdistricts.

B. TVDD Overlay North – North of Cedar Street and Subdistricts.

3. Definitions

[Types of development, buildings, primary and secondary uses, accessory facilities, development standards, design elements, etc; Zoning and design terminology]

4. Master Planning Requirements

A. Parcel assemblage, minimum development areas, block sizes.

B. Intended development.

C. Planned infrastructure [all utilities must be underground]: roads, walkways, electric, gas, water, sewer, hydrant, telephone, cable tv, lighting, stormwater management/LID, etc.

D. Coordination with train station.

E. Provision for gateway connections, open space, landscaping, streetscapes.

[Including minimum areas required and placement]

F. Provision for public amenities.

[Green space, gardens, walking trails, water features, plazas, art/sculpture, play areas, performance venues, etc.]

G. Contextual Relationships

[Compatibility among and between parcels and offsite areas]

5. Primary Uses Permitted

[Retail, restaurants (including brewpubs), residential, office, professional office, personal services, financial, health care, fitness centers, hotel/conference center, theaters,
recreational, entertainment, educational, research & development (R&D), galleries, innovation/maker spaces, co-working spaces, mixed-use, etc.]

6. Secondary Uses Permitted

[Outside dining, rooftops and patios, bicycle parking, valet/tandem parking, day care, home occupations, outdoor merchandise displays, seasonal outdoor sales, street vendors, food trucks, special events, automatic teller machines (ATM), pavilions/gazebos, loading spaces, refuse disposal, outdoor heaters, umbrellas, canopies/awnings, bus shelters, private garages, landmark structures (e.g. monuments, towers, cupolas, spires, clocks), flag poles, vehicle charging stations, on-site electric power generation, etc.]

7. Development Standards

[Lot dimensions and area sizes, configuration of buildings on lots, orientation of buildings to streets, sight lines, driveways and parking, densities, building coverages, floor/area ratios, residential densities, building lines/setbacks, number of floors, heights, frontages, front/rear/side yards, separation distances, access to buildings, rooftop mechanicals, retaining walls, Low Impact Development (LID), etc.]

8. Design Elements

[Form, mass, scale and character of buildings, façade designs, mix/types of exterior building materials and colors, corners and intersections, building entrances and doors, storefronts/windows/glazing, window treatments, roof forms and parapets, architectural details (e.g. arches, columns, pilasters, cornices, accent bands, canopies, etc.), mezzanines, porches and balconies, green building elements/sustainability, etc.]

9. Special Requirements

[Streets (including internal connectivity), curbs, curb cuts, sidewalks, bumper guards, guardrails, islands, crosswalks, speedbumps and safety devices, security features, public amenities, pedestrian circulation, bicycles, fences, screening, landscaping, loading doors, loading docks, service doors, art, lighting and shielding, refuse areas, benches, etc.]

10. Surface Parking and Structured Parking

[Required parking quantities, percent of parking required to be in structured parking garages, placement of parking, parking management and shared parking, parking by permit, etc.]

11. Landscaping

[Types, sizes, placements; planters, trash receptacles]

12. Signs

[Types, sizes, placement; restrictions on window and other signage]
13. Affordable Housing
[10% of housing to be offered at 60% AMI]

14. Step-up provisions
[Qualifying for “bonus” development in exchange for surpassing public benefit requirements; payments in lieu of meeting requirements]

15. Procedures
A. Applications
B. Reviews [staff, design review board]
C. Site Plan approval
D. Special Permits
E. Public hearings and notices
F. Administration and Enforcement
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: January 3, 2019
Re: Economic Development Director Goals

This discussion item has been added at the request of Deputy Mayor DelBuono to review the goals of the Town Council to direct development/redevelopment within the Town of Newington. The goals, once determined, would be incorporated within the current Economic Development Director’s contract.
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: January 3, 2019
Re: Boards, Commissions & Committees (BCC) Booklet

The Commission Guidelines Subcommittee, chaired by Councilor Anest with Councilors Budrejko and Serra, have completed their review and update to the "Information and Guidelines for Committees, Boards and Commissions", which was last revised in 1993. The Subcommittee met nine (9) times between March and November of 2018 to revise the information contained within the booklet.

Included for your review is a redline comparison between the original 1993 booklet and the completed revision referred by the subcommittee on November 26, 2018. Also, included is a comparison between the August and November draft versions after the Social Media information was integrated.

Attachment:
- Draft "Information and Guidelines for Committees, Boards and Commissions" Booklet
- Two Redlined Draft Version Comparisons
# Table of Contents

1. **INTRODUCTION** ............................................................................................................................................................................. 1
   1.1. Purpose ............................................................................................................................................................................. 1
   1.2. Familiarity with the Town Charter .................................................................................................................................................... 1

2. **FORMATION OF BCC’s and MEMBERSHIP** ................................................................................................................................. 1
   2.1. Newly Formed BCC’s ........................................................................................................................................................ 2
   2.2. Committee Orientation ......................................................................................................................................................... 4
   2.3. Proper Official Conduct: Ethics .................................................................................................................................................. 4
   2.4. Proper Official Conduct: Social Media ...................................................................................................................................... 4

3. **OFFICERS** ..................................................................................................................................................................................... 5
   3.1. Elections ........................................................................................................................................................................ 5
   3.2. Chairperson/Vice-Chairperson ................................................................................................................................................ 5
   3.3. Staff Assistance/Clerical Help .................................................................................................................................................. 6

4. **MEETINGS** .................................................................................................................................................................................... 6
   4.1. Freedom of Information Requirements (FOI) .......................................................................................................................... 8
   4.2. Executive Session ................................................................................................................................................................. 8
   4.3. Meetings Subject to the Freedom of Information Act ............................................................................................................. 9
   4.4. Attendance ........................................................................................................................................................................... 9
   4.5. Meeting Quorums ............................................................................................................................................................... 9
   4.6. Annual Organizational Meeting ............................................................................................................................................... 9
   4.7. Agenda Posting ............................................................................................................................................................... 10
   4.8. Meeting Room Availability .................................................................................................................................................. 10
   4.9. Meeting Times ..................................................................................................................................................................... 11
   4.10. Public Participation .......................................................................................................................................................... 11
   4.11. Minutes of Meetings .......................................................................................................................................................... 12
   4.12. Rules of Procedure .......................................................................................................................................................... 14
   4.13. Meeting Schedule .......................................................................................................................................................... 15
   4.14. Public Recording of Meetings ........................................................................................................................................ 15

5. **LEGAL AND PROCEDURAL ADVICE** ........................................................................................................................................... 15
   5.1. Town Attorney ............................................................................................................................................................. 15
   5.2. Legal Opinions .......................................................................................................................................................... 15
   5.3. Procedural Advice ......................................................................................................................................................... 16
   5.4. Liability ........................................................................................................................................................................ 18

6. **COMMUNICATIONS** ................................................................................................................................................................. 19

7. **BUDGETS** .................................................................................................................................................................................... 20
   7.1. BCC Budgets ............................................................................................................................................................... 20
   7.2. Expenses ........................................................................................................................................................................ 20

8. **REPORTING PROCEDURES** ...................................................................................................................................................... 20
   8.1. Consultation with Appointing Authority ....................................................................................................................................... 20
   8.2. BCC Reports .......................................................................................................................................................... 20
   8.3. Annual Town Report .......................................................................................................................................................... 20

9. **SOURCES OF INFORMATION** .................................................................................................................................................... 20

**APPENDIX A** .................................................................................................................................................................................. 21
   Definitions ........................................................................................................................................................................ 21

**APPENDIX B** .................................................................................................................................................................................. 23
   HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT ........................................................................................................ 24
1. INTRODUCTION

Boards, Committees, and Commission members have a critical role in the Town of Newington. They serve as a conduit for citizen input, gathering, analyzing and recommending options to the Town Council, which is the final authority for making policy decisions. Any citizen can come before any Board, Committee or Commission of the town to offer an opinion or make a suggestion for the betterment of the community as a whole. The individuals who serve on the Commissions are respected and appreciated volunteers in the community. Your dedication to improving the Town by serving is what makes Newington a great place to live.

1.1. Purpose

The purpose of this booklet is to assist the many boards, committees, and commissions (collectively referred to throughout this document as BCC’s) of the Town in functioning effectively and in a manner consistent with all applicable laws. It provides a brief description of procedures, and also provides details about important state statutes, such as the Freedom of Information Act and Code of Ordinances. This booklet merely provides guidance on important legal procedures, and is not intend to amend, supersede or supplement existing law. The statutes and regulations of the State of Connecticut contain the full range of legal obligations of committee members and local officials and should there be any question or ambiguity in interpreting this booklet, the advice of the Town Manager and Town Attorney should be sought.

1.2. Familiarity with the Town Charter

All members should familiarize themselves with the Town Charter and the Annual Town Report for information regarding BCC’s. All members should review each set of laws that pertain to the particular BCC on which they sit.

The Charter is the organic law of the Town. It functions for the Town as constitutions do for the State and Federal Governments. It lays out the basic structure of Town Government and apportions powers and duties to officials and agencies. In addition, it specifies important procedures, especially pertaining to Town finances and personnel practices. Citizens appointed to committees for the first time are well advised to begin their familiarization with a reading of the Charter to understand the functioning of Town Government. Copies may be obtained from the Town Clerk.

2. FORMATION OF BCC’s and MEMBERSHIP

2.1. Derivation of a Committee's Duties and Responsibilities

The duties and responsibilities of your BCC committee may be derived from one or more of four official documents or “source laws.” The Town Plan and Zoning Commission, the Zoning Board of Appeals, Library Directors, Board of Assessment AppealsTax Review, Board of Parks and Recreation, the Development Commission and the Conservation Commission, are specifically provided for in the Charter. In addition, there are some BCC’s that also certain of these and other committees derive their powers and duties from the Connecticut General Statutes. There is no single place to find this in the Statutes however. Reference must be made to the subject with which a certain committee deals or to Title 7, which covers municipalities, generally. Matters relating to Municipalities can be found in Title 7 in the Connecticut Title 8 of the General Statutes; Planning
and Zoning in Title 8; and-- Taxation matters regarding dealt with by the Board of Assessment AppealsTax Review are in Title 12 and the Newington Town Charter §C-604.Title 12.

Certain committees are created by and, therefore, derive their powers and duties from local ordinances passed by the Town Council. Their powers and duties may be Information on them is found in the Newington Code of Ordinances. The Code is available for reference at the Town Clerk's office, and the Lucy Robbins Welles Library. Such committees include project building committees, the Town websiteStanding Insurance Committee, the Human Rights Commission, and the Fair Rent Commission. Some of these may also have Connecticut General Statutes which apply to their responsibilities and procedures.

Some Finally, some committees are created by resolution of the Council. These are usually study committees or task forces and they derive their powers authority and duties from the resolutions which created them or amendments to those resolutions. Whatever the source of your committee's official grant of powers and responsibilities will, it would be included in your appointment packet well to obtain a copy of it for easy reference.

The BCC shall act as a body and no member shall act on behalf of the BCC unless authorized by the committee.

Members of all BCC’s, upon their appointment, agree to the following responsibilities during their term of office. They shall:

- Demonstrate respect, fairness, consideration, and courtesy to others.
- Respect the authority of the chair.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Be respectful of other people’s time, stay focused and act efficiently during meetings.
- Serve as a model of leadership and inspire public confidence in Town government.
- Act and speak with honesty and integrity.
- Be wary of conflicts of interest, and seek advice when appropriate.

2.1. Newly Formed BCC’s

2.1.1. BCC Formation

The appointing authority of the BCC is the Newington Town Council. If your BCC is newly created, the Town Manager or the Town Clerk will call for the first official meeting. The Agenda will include, but not limited to:

1) Election of officers;
2) Review of the BCC’s charge;
3) Discussion of BCC’s goals;
4) Discussion of FOI requirements;
5) Discussion of the Code of Ethics;
6) Setting future meeting dates; and
7) Public Participation (See Section 4.10).

2.1.2. BCC Nomination Procedure

Individuals seeking appointment are directed to contact the Chairperson and/or the Nominating Chairperson of their political party.

2.1.3. Appointment
The goal of the appointing authorities is to appoint qualified and interested individuals who are broadly representative of the Town and the Town’s interests. The appointing authorities take into consideration all relevant factors in making representative selections. Ad hoc and special committees may include nonresidents or ex-officio members when the appointing authority deems it in the best interest of the committee and the Town. The appointee receives written notification of appointment and the term of office from the Council Secretary.

2.1.3.1. Regular Members

Regular members are nominated by their respective parties and confirmed by the Town Council. Any member may request reappointment as outlined below in Section 2.1.4.

2.1.3.2. Alternate Members

Some BCC’s officially have alternate members whose positions are established by law. Official alternate members may vote and may be counted as a quorum when they are seated as a full member, by the chairperson or their designee.

2.1.3.3. Ex Officio Members

If there are Ex Officio members of the committee, they hold their position by virtue of their official capacity. That capacity may be as an elected Town official, as an administrator, as a member of another BCC or as a representative of a local club or organization, etc. Ex officio members do not have the right to vote unless the source law states that they do.

2.1.4. Reappointment

Reappointment is based on an evaluation by the appointing authority of the contributing individual to the BCC, the desirability of widespread involvement, and the changing needs of the BCC and the Town. A member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment. If, at the conclusion of a term, there is no action on a reappointment, the particular member of the BCC should contact the appointing authority to request their reappointment.

The Newington Town Charter specifically allows for members of seven (7) specific commissions, outlined in the Town Charter §C-611, to continue to serve, if he/she chooses to do so, until the reappointing authority acts. These members are as follows:

- Town Plan and Zoning Commission
- Zoning Board of Appeals
- Library Trustees
- Board of Assessment Appeals
- Board of Parks and Recreation
- Development Commission, and
- Conservation/Inland Wetlands Commission.

2.1.5. Resignation
A member who is no longer able to serve or who no longer desires to serve should supply a resignation promptly so that the vacancy may be filled. A written resignation shall be submitted to the Town Clerk, with a copy to the Political Party Chairperson and the Staff Liaison. Resignations are not official and will not be acted upon by the Town Council until the Town Clerk receives the Letter of Resignation. Resignations by digital means will not be accepted.

2.1.6. Removals or Terminations

In rare circumstances, the Town Council may ask for a member’s resignation, or if necessary, terminate the appointment in accordance with the Newington Town Charter §C-412. Also, the failure to attend at least 75% of posted meetings for the calendar year may be grounds for removal. Adoption of a Resolution and, written notification to the BCC member will be given by the appointing authority in the event of such action.

2.2. Committee Orientation

2.2.1. Swearing In

Before commencing your service, it is required that you be “sworn in.” The Town Clerk will perform this function any business day between 8:30 a.m. and 4:30 p.m. Occasionally BCC’s committees are sworn in as a group, but usually individual members take their oath by appearing at the Town Clerk's office. You may not appointees cannot participate in your BCC’s activities until you they are sworn in. At this same time, the Town Clerk will present you of any potential conflict of interest you with the following information: make. See Ethics Ordinance, Chapter 32 of our Code online for details of this.

a. Ethics Packet & Disclosure Form;
b. BCC Booklet;
c. Acknowledgment Form indicating you have reviewed the supplied information; and

Authorizing Legislation for

4. Calling the First Meeting

d. If your BCC.

e. Bylaws/Rules of Procedures for

Within thirty (30) days of election committee is newly created, the Town Manager or appointment, all new BCC members shall review the information provided and shall sign the BCC Acknowledgement Form and return this form to the Office of the Town Clerk, indicating they have received and read the information provided.

2.3. Proper Official Conduct: Ethics

The Town of Newington has adopted a Code of Ethics, Chapter 32, of the Code of Ordinances, which deals with the requirement of ethical conduct and certain disclosures by its officials. Members of BCC’s are, by definition, "officials" of the Town, so you are required to become familiar with it. The laws regarding conflict of interest are complex and any BCC member or local official should seek proper advice before acting in a manner that may cause a potential liability to the Town.

2.4. Proper Official Conduct: Social Media
The Town of Newington depends upon call for the first meeting. Usually this call includes an environment of tolerance and respect for the achievement of its goals in serving the citizens of the Town. In that spirit, public comments in any forum, that contain racial slurs, express bigotry toward a group based on their race, religion, national origin, sexual orientation, gender, gender identity or any other legally protected classification may be considered conduct unbecoming a Town official and may constitute good cause for removal for any appointed or elected official.

3. OFFICERS

3.1. Elections

BCC’s1)—— election of officers,

2) review of the committee's assignment,

3) discussion of a workplan,

4) setting future meeting dates.

5. Officers

Unless otherwise specified in the official source law, committees usually elect a chairperson, a vice-chairperson and for some BCC’s, a secretary. The officers are normally elected by the members of the BCC committee at its first meeting, and either annually or bi-annually thereafter. In some instances, the chairperson is designated by the appointing authority or enabling legislation. Again, check the official source law. Election of officers shall be by open nomination. It shall be the responsibility of the chairperson to notify the Town Clerk of changes in officers.

3.2. Chairperson/Vice-Chairperson

The chairperson of your committee is the “first among equals” in relationship to other members. The chairperson presides at all meetings and makes official communications on behalf of the BCC committee representing therein committee consensus at all times, not his or her personal position. The chairperson is not an administrative official with directive or operating authority. The chairperson has the same rights as other members to offer resolutions, make or second motions, discuss questions, and should not burden the chair with expectations of getting things done which the chairperson cannot accomplish on his or her own. Similarly, the chairperson (or any other member for that matter) should not attempt direction of Town operations which are the responsibility of an administrative official. All communications and information received by the chairperson shall be shared with all other committee members.
7. **Quorums: Informal Meetings**

No vote on all actions before the BCC of a committee may be taken unless a quorum is present. A quorum is a bare majority of the membership or some larger number of members if the committee's rules so state. No unofficial (i.e., “off the record”) meetings are condoned. The Freedom of Information law prohibits them (see Section 11).

Responsibilities of the Chairperson

- Consult with the staff liaison in drafting the meeting agenda.
- Attend Town Council meetings as needed to represent the Commission.
- Make the public feel welcome at meetings.
- Keep discussions orderly, focused, efficient, impersonal, and fair.
- Monitor attendance of commission members and take action as necessary, pursuant to Section 4.4.

Responsibilities of the Vice Chairperson are to substitute for the Chairperson as needed.

3.3. **Staff Assistance/Clerical Help**

If the Town Council has not made arrangements for a staff liaison and/or clerical assistance, the BCC should contact the Town Manager’s office. Staff Liaisons/clerical shall assist the BCC by:

- Attending all meetings.
- Preparing agendas in conjunction with the Chair.
- Providing background and context on agenda items.
- Offering professional expertise and recommendations about an issue and alert the BCC of possible detrimental actions.
- Interpreting codes, ordinances, policies and other regulations.
- Ensuring that motions and minutes reflect the intent of the BCC.

4. **MEETINGS**

8. **Getting Started**

As indicated above, for new committees an agenda of essentials is issued as part of the call for the first meeting. One of the things that will probably be specified for consideration is discussion on the committee's task assignment. If the committee has been created by local ordinance or resolution of the Council, this discussion should start with a review of the "charges" which usually appear in the official source law. It is important to talk out these charges to assure that all committee members have a common understanding of what they mean.

The second step is to decide on how to go about completing the assignment which the committee has been given; so a workplan needs to be developed.
Third, if the committee's task is to produce a product such as a report or a recommendation, then a timetable should be established with specific work objectives. In some cases the Council sets a deadline which committee members should be aware of and set their schedule accordingly. The chairperson may wish to designate individual members or subcommittees to complete certain research to coincide with such a schedule.

Fourth, a schedule for committee meetings must be agreed upon which will allow sufficient group work time to achieve the objectives. A list of regular meetings **must** be sent to the Town Clerk.

Fifth, the committee should agree on an agenda for the next meeting and authorize the chairperson, the Town Manager, or an assigned Town staff person to prepare the agenda and send it out.

9. **Alternates and Substitutes**

Some boards and commissions officially have alternate members whose positions are established by law. Official alternate members may vote and may be counted for a quorum when they are filling in for an absent member. Persons without official alternate status who are substituting for a regular member do not have the same capacity, however. Generally speaking, substitutes may not vote nor be counted as part of a quorum. With the permission of the Chair, they may participate in discussion. Otherwise, a substitute should be deemed to be only monitoring the proceedings for the person represented.

If a member is holding membership on a committee by virtue of his/her status in some other organization or group (see section 10 on ex officio members), the member may be temporarily replaced by a substitute, but that substitute will not have voting and quorum status unless and until officially named as permanent replacement by the organization or group who has been given the authority to appoint.
10. **Ex Officio Members**

If there are *ex officio* members of the committee, they hold their position by virtue of their official capacity. That capacity may be as an elected Town official, as an administrator, as a member of another board or commission, as a representative of a local club or organization, etc. *Ex officio* members have the right to vote unless the source law states that they do not.

4.1. **Freedom of Information Requirements (FOI)**

All local public officials and agencies in Connecticut are subject to the State's Freedom of Information Act ([Connecticut General Statutes, Chapter 14](#)). All committee members, new or experienced, are required to become current with the basics of this law. If any member of a BCC has further questions on the FOI Act, they should contact the Town Manager or the State's Freedom of Information Commission reviews cases where violations have been alleged. “Case law” is thereby produced, not to mention the Town Attorney for further information.

On request of the committee chairperson, the Town Clerk will provide pamphlets and information concerning the law. A summary of important provisions is attached in Appendix A of this booklet. The Town Attorney is available for advice pertaining to its application as indicated in Section 18, Legal Advice, of these guidelines.

The most important provisions of the law pertain to the need and timing for proper meeting notices (normally 24 hours, posted in the Town Clerk's office), the filing of minutes and the holding of open meetings. **Executive sessions are restricted to the following reasons:**

1. Personnel;
2. Strategy & negotiations regarding claims & litigation;
3. Security matters;
4. Real Estate; and
5. Matters that would disclose exempted public records.

**A summary of important provisions:** It is advisable for all committee members to become familiar with the requirements of the Freedom of Information Act. A summary is attached in Appendix A of this booklet. Also see Section 4.2 below.

4.2. **Executive Session**
A committee may meet in executive session only for the purposes listed below:

(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;

(B) Strategy and negotiations with respect to pending claims or pending litigation. A portion of an early meeting devoted to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(C) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security;

(D) Discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and

(E) Discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of Section 1-210.

Please note, most committees will generally be permitted to avail themselves to a very limited number of the above-cited reasons to enter into executive session. In the instances where a committee has concerns regarding the review of the Act and its application of the executive session privileges, they should seek guidance from the Town Manager or Town Attorney prior to the specific meeting is recommended.

4.3. Meetings Subject to the Freedom of Information Act

All meetings of a BCC, that do not fall within the exceptions listed above in Section 4.2, must be open to the public and accessible.

4.4. Attendance

The Town Council's official policy is that members and alternates of BCC’s must attend at least 75% of all posted meetings of the BCC, for the calendar year. The chairperson of each BCC is required by the Town Council to submit a bi-annual report of the attendance of all members, on a form provided by the Town Manager’s office, and made part of the BCC’s record.

If you are unable to attend the meeting you MUST notify the Chairperson prior to the start of the meeting. If members of the committee are not attending regularly, the chairperson should discuss this matter immediately with the individual. If discussions do not produce improvement, the Town Council will take action in accordance with the Newington Town Charter §C-412.

4.5. Meeting Quorums

No meeting of a BCC may be held unless a quorum is present. A quorum is 51% of the membership or a larger number of members as set forth in the BCC rules, by-laws or authorizing statutes. No unofficial (i.e. “off-the-record”) meetings are allowed. The Freedom of Information law prohibits them (see Section 4.1).

4.6. Annual Organizational Meeting
The Annual Organizational Meeting Agenda for established BCC’s should include:

A. Election of Officers;
B. Meeting Dates;
C. Review of the FOI Act (Section 4.1); and
D. Review of the Code of Ethics.

4.7. Agenda Posting

All meeting agendas (regular or special) shall be filed with the Office of the Town Clerk for posting on the Agenda board and the Town website.

The following information shall be included in every meeting posting:

- The name of the public body that is meeting.
- The date and time of the meeting.
- Where the meeting is being held (location, room, address).
- Any topics that are reasonably expected to be discussed at the meeting in sufficient details to reasonably advise the public of the general issues to be discussed, provided however, that if a topic was not reasonably expected at the time of posting, it may be discussed at the meeting.
- Any revisions to the posting should be made as soon as possible prior to the meeting.

This is **required** no less than 24 hours prior to the meeting.

Any committee member may have an item placed on the agenda by notifying the committee chairperson or the staff liaison assigned to serve the committee. If the committee does not have rules of procedure which prohibit it, items may be added to the agenda at the meeting itself, by a 2/3 vote of those present and voting. (See Appendix B – HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT, "Public Meetings," Item III.)

<table>
<thead>
<tr>
<th>Type</th>
<th>Notice/Meeting Dates</th>
<th>Agenda/Notice Contents</th>
<th>Adding to Agenda/Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Regular meeting dates shall be filed yearly with the Town Clerk no later than Jan 31st</td>
<td>Agenda available no later than 24 hrs. prior to meeting.</td>
<td>Agenda items may be added by a 2/3 vote of members present and voting.</td>
</tr>
<tr>
<td>Special</td>
<td>At least 24 hrs. before the meeting in the Town Clerk’s office (excluding weekends &amp; holidays).*</td>
<td>At least 24 hrs. before the meeting. Time, place and all business to be conducted must be listed on the Agenda.*</td>
<td><strong>NOT PERMITTED</strong></td>
</tr>
<tr>
<td>Emergency</td>
<td>None required, <strong>IF</strong> emergency is justified.</td>
<td>None required, <strong>IF</strong> emergency is justified.</td>
<td>ONLY the emergency matter may be considered.</td>
</tr>
</tbody>
</table>

* Filed with the Town Clerk and MUST be posted on the Town website. (CGS. §1-225)

4.8. Meeting Room Availability
BCC’s have the choices of the following meeting rooms in the Town Hall and must contact the Town Manager’s Office for availability. 860-665-8510:

1. Donald McKay Conference Room 1;
2. Bicentennial Room Conference Room 2;
3. Auditorium (Old Council Chambers);
4. Conference Room L-100;
5. Council Chambers Room L-101 (E. Curtis Ambler Meeting Room);

To reserve the Helen Nelson Meeting Room you must contact the Superintendent’s Office for availability. 860-665-8610

Rooms are also available at the Joseph P. Doyle Community Complex and Lucy Robbins Wells Library. Reservations may be made through the office of the Director of the Senior and Disabled Center at 860-665-8778 or the office of the Library Director at 860-665-8728.

There are some priority assignments for Town Hall meeting rooms. The Board of Education has priority with respect to the Helen Nelson Meeting Room. Conference Room L-101 is permanently assigned on the 2nd and 4th Tuesday of each month to the Town Council, 2nd and 4th Wednesday of each month to the Town Plan and Zoning Commission, the 1st Thursday of the month to the Zoning Board of Appeals, and the 3rd Tuesday of the month to the Conservation Commission. The Town Council has priority with respect to use of all meeting rooms, with the exception of the Helen Nelson Room.

BCC meetings must be held in a public building unless the meeting involves a tour or field trip.

4.9. Meeting Times

All BCC’s should schedule times for meetings which allow participation by all members. Meeting schedules should take into account the adopted list of Town Observed Holidays when scheduling meetings.

Each board, commission or committee must file, by January 31 of each year, a schedule of regular meetings for the ensuing year. The filing is made with the Town Clerk by the chairperson or staff liaison. Newly created committees must file a schedule of regular meetings for the balance of the calendar year as soon as possible after their organization. Calling a special meeting shall be governed by the Town Council Rules of Procedure, as revised.

4.10. Public Participation

It is the Town Council’s policy that all Town agencies maximize the opportunity for public participation. If the BCC does not have rules of procedure (see Section 4.12) which specify conditions of public participation, then, time should be scheduled at the beginning and end of each meeting. An individual may not disrupt a meeting of a BCC and the chairperson shall instruct any individual or group of individuals who are disrupting a meeting to be silent. If after clear warning a person continues to be disruptive, the chairperson shall order the person to leave the meeting. Failure to abide by any such order may warrant police involvement at the request of the BCC.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes, and differences of opinion. They should also take care to observe the appearance as well as the principle of impartiality.
4.11. Minutes of Meetings

All BCC’s shall create and maintain accurate minutes of all meetings.

Minutes are not intended to must be a transcript of the taken for every committee meeting, but rather an accurate recording of the meeting topics discussed and actions taken by the BCC. The minutes must:

- State identify the date, time, (location, room, address);
- List all and place of the meeting, who was in attendance, which members present and all members were absent;
- Summarize each topic, and what topics were discussed by the BCC;
- Clearly state all motions made; and
- Include a record of any actions or votes taken by the BCC.

It is required recommended that there will be an audio recording of all public meetings. A Digital be taped using a recorder is available incompatible with the recorder in the Town Manager’s Office and the Town Clerk’s Office. A tape recorder is available for use from the office of the Town Manager or the Superintendent of Schools. The BCC rules, by-laws or statutes will indicate if the written minutes should may be detailed or in summary, as the committee wishes, but should be sufficiently detailed so a person can determine if he/she wants to hear the tape. If the BCC committee is unable to record the meeting, the minutes should be provided in enough detail to indicate the substance of what discussions and actions took place.

Minutes must be signed by the secretary or clerk, and one copy must be filed with the Town Clerk within seven (7) calendar days after of a meeting. All motions must be filed within forty-eight (48) hours and specify how each member voted. Each member of the BCC committee, the Town Council’s liaison(s) and pertinent Town staff personnel should be provided with copies of minutes as soon as they have been completed. BCC members are responsible for reviewing the previous meeting minutes prior to adoption.

Duplicating equipment is available at the Town Clerk’s office.

13. Proper Official Conduct: Ethics

The Town of Newington has adopted an Ordinance on Ethics which deals with the requirement of ethical conduct and certain disclosures by its officials. Members of boards and commissions are, by definition, "officials" of the Town, so you are urged to become familiar with it. A pamphlet with the ordinance is available for all officials.

14. Meeting Announcements/Agendas

The committee must publish and/or post in the Town Clerk’s Office an announcement of the place and time of each meeting (regular or special) which includes an agenda of business expected to be addressed at the meeting. The agenda should list items to be discussed or action to be taken and be sent to committee members along with any pertinent back-up information.
The Town Clerk must be provided with two copies of the meeting announcement/agenda so that it becomes officially available to the public. This is required at least 24 hours before the meeting. Any committee member can have an item placed on the agenda by notifying the committee chairperson or the staff person assigned to serve the committee. If the committee does not have rules of procedure which prohibit it, items may be added to the agenda at the meeting itself, but this must be done in accordance with the regulations of the Freedom of Information Act (see Attachment 1—HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT, "Public Meetings," Item III.

15. Clerical Help

Most committees require clerical assistance. Minutes need to be taken, agendas prepared and correspondence done. It may be possible for the staff person assigned to serve the committee to assist somewhat, but the volume of work in most committees makes this impractical. Committee members or staff people cannot meaningfully serve if they are busy writing down what others are saying. Consequently, a committee usually needs a clerk. If the Town Council has not made an appropriation for the committee's functioning or has not otherwise authorized funds to be spent for its work, the chairperson may have to approach the Council for consideration of necessary funding. If and when funds are available and the committee desires a clerk, the Town Manager (who is in charge of personnel administration) should be contacted for provision of a person. Since such help is not readily available, recommendations by committee members of someone who might be willing and able to serve as committee clerk would be welcome. If no one is recommended and no applications are pending with the Town Manager, advertising may be necessary. This will be handled by the Town Manager.

Committee clerks are paid according to an established schedule. The clerk will receive pay by check directly from the Finance Department based upon submittals of time records signed by the chairperson of the committee or the staff person who is serving the committee.
16. **Meeting Room Availability**

Committees have the choice of the following meeting rooms in the Town Hall: (1) Conference Room 1 (next to Town Manager's office), (2) Conference Room 2 (the Bicentennial Room, opposite the Town Manager's office), (3) Conference Room L-100 (ground level of building), (4) Conference Room L-101 (Council Chambers) (ground level of building), and (5) Helen Nelson Meeting Room (Board of Education Room opposite Town Manager's office). Rooms are also available at the Joseph P. Doyle Community Complex and reservations may be made through the office of the Director of the Senior and Disabled Center at the Complex. The Library also has meeting rooms available and reservations are made by calling the Library direct.

There are some priority assignments for Town Hall meeting rooms. The Board of Education has priority with respect to the Helen Nelson Meeting Room.

<table>
<thead>
<tr>
<th>Type</th>
<th>Filing of Record of Votes</th>
<th>Filing Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 7 calendar days AFTER the meeting.</td>
</tr>
<tr>
<td>Special</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 7 business days AFTER the meeting.</td>
</tr>
<tr>
<td>Emergency</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 72 hrs. AFTER the meeting (excluding weekends &amp; holidays). Minutes must state the reason for the Emergency.</td>
</tr>
</tbody>
</table>

(CGS. §1-225)


Formal Rules of Procedure are required for BCC’s. Any BCC not having rules shall Conference Room L-101 is permanently allocated twice each month to the Town Council, Town Plan and Zoning Commission, once to the Zoning Board of Appeals, and twice to the-
Conservation Commission. The Town Council has priority with respect to use of the Council Chambers (L-101).

Committee and subcommittee meetings must be governed by held in a public building unless the meeting involves a tour or field trip.

**17. Staff Assistance**

Unless the Town Council Rules of Procedure, as revised has made a definite indication of where staff assistance might come from, the committee should contact the Town Manager to discuss assigning a Town staff person to work with the committee. The Town Manager and members of the Town's staff under their direction do serve committees on a regular basis.

**4.13. Meeting Schedule**

BCC's should not meet on holidays observed by Town government, or other recognized holidays that may warrant observance.

**4.14. Public Recording of Meetings**

4.14.1. The chair must inform all present that the meeting is being recorded.
4.14.2. Any member of the public has a right to make an audio or video recording of an open session of a public meeting as long as the recording does not interfere with the meeting.
4.14.3. Any member of the public wishing to record a meeting must first notify the public and is expected to comply with reasonable requirements established by the chair so that said recording does not interfere with the meeting.
4.14.4. The Chairman may prohibit such recording if it’s reasonably found to be disruptive to the meeting.

**5. LEGAL AND PROCEDURAL ADVICE**

**5.1. Town Attorney**

Under the terms of the Charter, §C-303, the Town Attorney is the legal advisor to all Town agencies. To obtain the Town Attorney's advice, the committee chairperson or the staff liaison assigned to the BCC, should call the Town Attorney directly with the knowledge of the committee, should call the Town Attorney directly or the committee may request the Town Manager or the staff member who might be assigned to the committee to contact the Town Attorney. It is suggested that new committees or those where a significant change in membership has taken place schedule an early meeting with the Town Attorney. Requests for formal legal opinions should be made in writing by the chairperson, with the knowledge of the committee, or the Town Manager. Formal written requests to the Town Attorney must include a copy to the Town Manager.

**5.2. Legal Opinions**
Requests for formal legal opinions shall be made in writing by the chairperson or the staff liaison assigned to the BCC. Formal written requests to the Town Attorney must include a copy to the Town Manager. All Town Attorney Legal Opinions must be in writing, supplied to the BCC and filed in the Town Clerk’s office, excluding privileged opinions requested during Executive Sessions, until made public.

### 5.3. 49. Procedural Advice

Information on procedures not covered by these guidelines may be obtained by contacting the Town Manager.

### 20. Supplies

If the committee has a budget, it should determine, in consultation with its clerk or the staff member who might be serving the committee, what supplies will be needed. To order supplies, a requisition must be prepared and submitted to the Town Manager’s office (see Section 21). Committees which do not have a budget or who need a preliminary allocation of supplies should approach the Town Manager’s office for enough materials—especially office supplies—to start until they are permanently provisioned.

### 21. Purchasing

Purchasing must be conducted in accordance with the Town’s Purchasing Manual which has been published by the Town Manager who is Purchasing Agent. The manual specifies procedures which must be observed to assure that the purchase is legitimate and that payment will be made. No purchase of $7,500 or more may be made without competitive bidding (except retaining professional services). Only the Council may waive this requirement. Contact either the Town Manager’s office or the Finance office for procedures for the purchase of lesser cost items.

To initiate a purchase, a requisition must be prepared and submitted to the Administrative Assistant in the Town Manager’s office who is responsible for purchasing administration. The Town Manager’s office will supply the forms on request. The chairperson or the staff member assigned to serving the committee must sign the requisition. Consult with the Administrative Assistant, the Finance office, or review the Purchasing Manual to obtain further details.

### 22. Public Participation
It is the Town Council's policy that all Town agencies maximize the opportunity for public participation in their deliberations subject to reasonable constraints to assure the conduct of public business. If the committee on which you are serving does not have rules of procedure (see Section 30) which specify conditions of public participation, then, as a minimum, time should be scheduled preceding the conduct of business at each meeting and at the end of the meeting. If time allows there may also be an opportunity for public participation after a motion has been made and before the committee has voted. The committee may limit the amount of time each member of the public speaks if such limitations are required due to large numbers of people wishing to speak or an individual continuing to speak for a lengthy period of time.

23. Reports

Reports of the committee should be addressed to the appointing authority and/or requesting agency and should be rendered at least as frequently as the committee's charges direct. More frequent reports are usually in order. If the committee determines more frequent reports are in order, the reports should consist of a brief summary of the committee's meetings compiled by the chairperson or his/her designee. If your appointing authority is the Town Council and you wish to transmit a report to it, address it to the Town Council and forward it to the Town Manager. The Town Manager will place the matter on the Town Council's agenda. Major issues may be reported to the Town Council. An active dialogue between committees and the Town Council/Town Manager is encouraged.

24. Consultation with Appointing Authority

If the committee wishes to consult with its appointing authority, it should make a direct request if such authority is the Mayor or the Town Manager. If the appointing authority is the Town Council and the committee wishes an informal meeting, the chairperson should contact the Town Manager and discuss scheduling with him.

25. Expenses
If committee members incur expenses connected with their assignment, they may obtain reimbursement by making out an expense voucher and filing it with the Finance Department. The chairperson should authorize the payment by signing the voucher where the “department head” signature line appears. Forms may be obtained from the Finance Department. The chairperson is well advised to ask for a few and keep them on hand.

The following expenses are among those that are reimbursable if related to your board or commission's work:

a) Travel to an out-of-town meeting or conference.

b) Meeting registration and related meal fees.

c) In-town field trip travel and (if necessary) meal expenses.

d) Expenses related to visiting pertinent out-of-town facilities or to observe programs in other communities.

5.4. Liability

The Town of Newington carries the most comprehensive public official liability insurance available. Should you or your BCC committee be sued for actions taken on behalf of the Town, you will be indemnified by the Town through this policy and the Town will provide legal representation. You are cautioned that ultravires acts (arbitrary abuses of authority or other acts outside of the scope of one's official duties) are not necessarily covered, especially if the act is willful or wanton. Questions of legal authority should be taken up with the Town Attorney to avoid such exposure.

27. Attendance

The Town Council's official policy is that members of boards, commissions and committees should attend at least 66% of all scheduled meetings of the committee on which they serve. The chairperson of each committee is required by the Council to submit a semiannual report of the attendance of all members. The Town Manager's office will call for and provide the forms for such a report.

If members of your committee are not attending regularly, the committee should not wait but should discuss this matter immediately and refer the names of those with deficient attendance to
the Council majority or minority leader depending upon the party affiliation of the frequently absent member. If discussions at that level do not produce improvement, the Council, as a whole, will take action.

25. Resignations

All resignations must be addressed and sent to the Town Clerk. Copies to the Mayor, the Town Council or political party chairman are suggested also, but a resignation is not official and will not be acted upon until the Town Clerk receives the transmission.

29. Meeting Times

New committees should naturally schedule times for meetings which will be most conducive to full participation by all members. Convenience for public and news media attendance should also be kept in mind when setting meeting times. New committees are requested to stay away from Tuesday evenings which conflict with established Town Council and Conservation Commission meetings. Wednesday evening is also busy – the Town Plan and Zoning Commission, the Board of Education and the Development Commission regularly meet on that night. Observance of all important holidays, including important religious holidays, should be respected when scheduling meetings.

6. Each board, commission or committee must file, by January 31 of each year, a schedule of regular meetings for the ensuing year. The filing is made with the Town Clerk by the chairperson. Newly created committees must file a schedule of regular meetings for the balance of the calendar year as soon as possible after their organization.

COMMUNICATIONS

Any oral or written communication through any medium, including electronic mail or social media, between or among any committee member on any public business within the BCC’s jurisdiction is considered deliberation and thus subject to the Freedom of Information Act.

Distribution of the following information and materials outside of a meeting is not considered deliberation so long as the material or information does not express any opinions of a committee member:

- Meeting agendas
- Scheduling or procedural information
• Reports or documents that will be discussed at the meeting

7. BUDGETS

7.1. BCC Budgets

In general, an individual BCC does not have a budget unless one is authorized by the Town Council at the time of its formation. If a BCC anticipates a need to expend funds, it can request a budget for the next fiscal year through the Town Manager; or, if funds are needed during a fiscal year, it can make a request to the Town Manager or appointing body for a transfer from available funds.

7.2. Expenses

Before a BCC member incurs expenses connected with their assignment, they must obtain approval by their chairperson and staff liaison.

8. REPORTING PROCEDURES

8.1. Consultation with Appointing Authority

If the BCC wishes to consult with its appointing authority, they should contact the Town Manager’s office to schedule a meeting.

8.2. BCC Reports

The Town Council, may from time to time, request a BCC to provide updates, reports or completed projects for acceptance.

8.3. Annual Town Report

All appointed committees should file an annual report of committee activities for the Annual Town Report. The chair or other designated member should detail committee membership, including changes, and a one-to three-paragraph explanation of major accomplishments and future plans. A request for committee reports is issued each year, and are due in the Town Manager’s Office no later than the last business day in September of each year regardless of notice.

9. SOURCES OF INFORMATION


Town of Newington, Code of Ethics, Chapter 32.


Connecticut General Statutes:
- Title 1, Chapter 14, Freedom of Information Act.
- Title 7, Municipalities.
- Title 8, Zoning, Planning, Housing and Economic and Community Development.
- Title 12, Taxation
APPENDIX A

Definitions

BCC - any appointed or elected board, commission, council, authority, committee or sub-committee created by the Town of Newington.

By-Laws – A set of rules adopted to outline the powers and duties of its members.

Code of Ethics – A written set of guidelines issued by an organization to its workers and management to help them conduct their actions in accordance with its primary values and ethical standards.

Code of Ordinances – A “living” document of all laws, rules or regulations adopted by the elected governing body of a municipality.

Freedom of Information Act – Enacted in 1975, is a series of laws that guarantee the public access to public records of governmental bodies in Connecticut.

Jurisdiction – The area of responsibility covered by a particular BCC appointed or elected by the town.

Meeting – a deliberation by any BCC or subcommittee thereof where it is intended that the body will have a discussion on any matter within the body’s jurisdiction.

Meeting Types

Regular Meeting – A meeting held based upon an adopted annual schedule of meetings to discuss and take action upon specific noticed items.

Special Meeting – A meeting held which has not been previously noticed to discuss and take action on a specific item or items.

Emergency – a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.

Executive Session – A session which is closed to the general public to discuss specific topics that may disclose privileged information. (See Section 4.2 & Appendix B)

Member Types – Makeup of the membership of appointed or elected BCC’s.

Regular Member – Member of a BCC who was nominated by their respective parties and confirmed by the Town Council.

Alternate Member – A member of a BCC, who during the absence of a regular member, shall act in the place and stead of such member and perform such duties as that member.

Ex-Officio Member – A member who hold their position by virtue of their office and their official capacity.

Defacto Member – A member authorized to continue in their office until reappointed or replaced by the appointing authority.

Public Participation – Seeks and facilitates the involvement of those potentially affected by or interested in a decision. This can be in relation to individuals, governments, institutions, companies or any other entities that affect public interests. The principle of public participation holds that those who are affected by a decision have a right to be involved in the decision-making process. Public participation implies that the public’s contribution will influence the decision.

Quorum – Is 51% of the membership or a larger number of members as set forth in the BCC rules, by-laws or authorizing statutes.

Staff Liaison – An individual assigned to assist a BCC in the performance of its statutory
duties.

**Town Attorney** – An individual or Firm elected or appointed to represent a municipal government.

**Town Charter** – A legal document establishing a municipality such as a city or town. A charter in effect delegates powers to the citizens for the purpose of local self-government.

**Town Council** – The elected governing body of the Town of Newington.

**Town Manager** – An official appointed to direct the administration of the town government.
APPENDIX B

Unless the committee has rules of procedure which make other provisions for calling a special meeting, special meetings may be called by the committee chairperson, vice chairperson, or staff person assigned to the committee.

30. Rules of Procedure

Formal Rules of Procedure are required for permanent boards, commissions and committees only. A committee with a specific time deadline may burn up precious amounts of a limited schedule by pondering Rules of Procedure. It is recommended that committees try to keep meetings as informal as possible to encourage full participation by all members and to generate healthy discourse. Rules should be applied only to the extent that is necessary to keep order and to make progress. Any committee not having rules will, in a situation where the imposition of rules becomes imperative, be deemed to be governed by "Roberts Rules of Order." Sample Rules of Procedure are available from the Town Manager's office for those desiring to establish their own rules.

31. Smoking

Smoking is prohibited within all public buildings.

32. Budget Preparation

Annually your board or commission may be asked to prepare and submit a proposed budget for its operation during the succeeding fiscal year (July 1-June 30). Budget request forms and instructions will be sent by the Town Manager. On request, the Town Manager's staff and the Finance Department will provide guidance above and beyond that which the written instructions will furnish.

33. Committee Member Responsibilities

The committee shall act as a body and no member shall act on behalf of the committee unless
Appendix A
HIGHLIGHTS OF THE CONNECTICUT
FREEDOM OF INFORMATION ACT
(Be sure to consult Connecticut General Statutes §1-200-259)

PUBLIC AGENCIES

1. THE PUBLIC HAS THE RIGHT TO OBTAIN RECORDS AND ATTEND MEETINGS OF ALL PUBLIC AGENCIES WITH CERTAIN LIMITED EXCEPTIONS.

- State This applies to all state and local government agencies, departments, institutions, committees, authorities, boards, and commissions and authorities and their committees.

- Executive This includes any executive, administrative or legislative offices, and office as well as the
judicial branch and the Division of Criminal Justice with respect to its administrative functions.

- Certain other entities based on the following criteria: (1) whether the entity performs a governmental function; (2) the level of government funding; (3) the extent of government involvement or regulation; and (4) whether the entity was created by the government.

PUBLIC MEETINGS

I. MEETINGS, INCLUDING HEARINGS AND OTHER PROCEEDINGS, MUST BE OPEN TO THE PUBLIC – EXCEPT UNLESS CLOSED BY A 2/3 VOTE OF THE AGENCY IN LIMITED, SPECIFIED SITUATIONS.

- A public meeting is 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 upon any matter over which it has authority.

- The following are not public meetings: meetings of certain personnel search committees; collective bargaining strategy and negotiating sessions; caucuses; chance or social gatherings not intended to relate to official business; administrative or staff meetings of a single-member agency (e.g., mayor); and communication limited to notice of agency meetings or their agendas.

- No registration or other requirements may be imposed on a member of the public seeking attendance at a public meeting. (There are special rules for legislative lobbyists.)

- The public, as well as the news media, may have the right to photograph, record or broadcast meetings, subject to prior reasonable rules regarding non-interference with the conduct of the meeting.

II. ONLY THREE KINDS OF MEETINGS ARE RECOGNIZED UNDER THE FREEDOM OF INFORMATION ACT: REGULAR, SPECIAL AND EMERGENCY.

- A state agency must file each year a schedule of its regular meetings with the Secretary of the State. A town or city agency must file each year a schedule of its regular meetings with the clerk of the town or city. A multi-town district or agency must file each year a schedule of its regular meetings with the clerk of each municipal member of the district or agency. A special meeting may be called up to 24 hours (excluding weekends, holidays, and days on which the office of the Secretary of the State or municipal clerk, as the case may be, is closed) before the time set for the meeting. A special meeting is called by filing a notice stating the time, place and business to be transacted.

- A special meeting may be called up to 24 hours before the time set for the meeting by posting a notice stating the time, place and business to be transacted. No other business may be transacted. A state agency files this notice with the Secretary of the State; a local agency files this notice with the municipal clerk; a multi-town district or agency files this notice with the clerk of each municipal member of the district or agency.

- An emergency meeting may be held without complying with the preceding notice requirements. However, the agency must file its minutes, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State if a state agency, or with the municipal clerk if a local agency; or with the clerk of each municipal member if a multi-town district or agency.

III. YOU ARE THE PUBLIC IS ENTITLED TO RECEIVE A COPY OF THE NOTICE AND AGENDA OF A MEETING.

- To any person who has made a written request, each agency is required to send a notice of its meetings, where practicable, at least one week prior to the meeting date. The agency may establish a reasonable charge for this service.

- Each agency must make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers.
business, not put on the agenda, may be considered and acted on only on a 2/3 vote of the members of the agency.

IV. AGENCY

The minutes and record of votes of each agency must be available to the public.

- The minutes of each agency meeting must be made available to the public within 7 days of the session to which they refer in the agency's office if it has one, or, if none, in the office of the Secretary of the State for state agencies or in the municipal clerk's office for local agencies. In the case of special meetings, the 7 day period excludes weekends and holidays. The minutes must contain the record of each member's vote on any issue before the agency.
- The votes of each member at any agency meeting must be put down in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.

- The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session, except for job applicants who were interviewed.

V. CONDUCT OF MEETINGS

- In the event that any meeting of a public agency is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the members of the agency conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Only matters appearing on the agenda may be considered in such a session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit such public agency from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

EXECUTIVE SESSION

I. AN AGENCY MAY CLOSE TO THE PUBLIC CERTAIN PORTIONS OF MEETINGS BY A VOTE OF 2/3 OF THE MEMBERS PRESENT AND VOTING. THIS VOTE MUST BE CONDUCTED AT A PUBLIC SESSION.

Meetings to discuss executive session is defined as a meeting of a public agency at which the public is excluded for one or more of the following purposes:

(1) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;
(2) Matters may be closed: specific employees (unless the employee concerned requests that the discussions be open to the public); strategy and negotiations regarding pending claims and litigation to which the public agency or a member thereof, because of his conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;
(3) Matters concerning security strategy or the deployment of security personnel, or devices affecting public security;
(4) Security matters: discussion of the selection of a site or the lease, sale or purchase of real estate acquisition (if openness might increase by a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would cause a likelihood of increased price); or until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and
(5) Discussion of any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records or the information contained therein described in subsection (b) of section 1-211.
- Any business or discussion in a closed session must be limited to the above areas.
- The agency may invite persons to present testimony or opinions in an executive session, but their attendance must be limited to only the time necessary for that testimony or opinion.

The minutes must indicate the votes of each member of the agency upon any issue and also all persons who were in attendance at the closed session, except for job applicants who were interviewed.

PUBLIC RECORDS

I. MOST RECORDS OR FILES OF STATE AND LOCAL AGENCIES, INCLUDING MINUTES OF ALL THEIR MEETINGS, ARE AVAILABLE TO THE PUBLIC FOR INSPECTION OR COPYING.

- This includes information or data which is typed, handwritten, tape recorded, photostatted, printed, photographed or computer-stored recorded by any other method.
- Most interagency and intra-agency memoranda or letters are generally included.

II. RECORDS SPECIFICALLY EXEMPTED FROM DISCLOSURE BY FEDERAL LAW OR STATE STATUTE ARE NOT AVAILABLE TO THE PUBLIC.

- In addition, the following records may not be available to the public:

  - some preliminary drafts or notes; personnel or medical files; certain law enforcement records, including arrest records of juveniles and some witness and victim identification information; records relating to pending claims and litigation; trade secrets and certain commercial or financial information; test questions used to administer licensing, employment or academic examinations; real estate appraisals and construction contracts until all of the property has been acquired; personal financial data required by a licensing agency; records relating to strategy or negotiations with respect to collective bargaining; tax returns and communications privileged by the attorney-client relationship; names and addresses of public school students; information obtained by illegal means; certain the Attorney General's investigation records of reported misconduct in state government or names of state employees who report such misconduct to the state Attorney General or Auditors; certain adoption records; election, primary, referenda and town meeting petition pages, until certified; certain health authority complaints and records; certain educational records; certain records, when there are reasonable grounds to believe disclosure may result in a safety risk; and certain records, if disclosure would compromise the security or integrity of an information technology system. Also, records of personnel search committees need not be disclosed if they would identify executive level employment candidates without their consent.

III. YOU THE PUBLIC MAY INSPECT PUBLIC RECORDS DURING REGULAR OFFICE HOURS, BUT COPIES, PRINT-OUTS, HOWEVER, A WRITTEN REQUEST FOR A COPY, PRINTOUT OR TRANSCRIPT SHOULD BE REQUESTED IN WRITING SUBMITTED TO THE AGENCY HOLDING THE RECORD THE PUBLIC DESIRES.

- The fee for a copy of a public record from a state agency must not exceed $25.00 per page.
- The fee for a copy of a public record from a non-state agency must not exceed $50.00 per page. The fee for a computer disk, tape, printout or a transcript, or a copy thereof, must not exceed the actual cost to the agency involved. The agency may also require the prepayment of these fees if their estimated cost is $10.00 or more. No sales tax may be imposed for copies of the public records requested under this Act.

- The agency is required to waive any fee for copies if the person requesting the copies is poor and cannot afford it; if the records are exempt from disclosure; or if the agency determines that the request benefits the public welfare.
- There is an additional charge for a certified copy of a public record.

- You are entitled to prompt access to inspect or copy public records. A denial by a public agency of a written request to inspect or copy public records must be made in writing within four business days. If an agency fails to respond to the request within four business days, such failure can be treated as a denial of the request.

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# Table of Contents

1. INTRODUCTION ................................................................................................................................. 1  
   1.1. Purpose ........................................................................................................................................... 1  
   1.2. Familiarity with the Town Charter ............................................................................................... 1  
2. FORMATION OF BCC’s and MEMBERSHIP ..................................................................................... 1  
   2.1. Newly Formed BCC’s ..................................................................................................................... 2  
   2.2. Committee Orientation .................................................................................................................. 4  
   2.3. Proper Official Conduct: Ethics ..................................................................................................... 4  
   2.4. Proper Official Conduct: Social Media .......................................................................................... 4  
3. OFFICERS ................................................................................................................................................ 5  
   3.1. Elections ......................................................................................................................................... 5  
   3.2. Chairperson/Vice-Chairperson ..................................................................................................... 5  
   3.3. Staff Assistance/Clerical Help ....................................................................................................... 5  
4. MEETINGS .............................................................................................................................................. 5  
   4.1. Freedom of Information Requirements (FOI) .............................................................................. 5  
   4.2. Executive Session .......................................................................................................................... 6  
   4.3. Meetings Subject to the Freedom of Information Act ..................................................................... 7  
   4.4. Attendance ..................................................................................................................................... 7  
   4.5. Meeting Quorums .......................................................................................................................... 7  
   4.6. Annual Organizational Meeting ................................................................................................... 7  
   4.7. Agenda Posting ............................................................................................................................. 7  
   4.8. Meeting Room Availability .......................................................................................................... 8  
   4.9. Meeting Times ............................................................................................................................... 9  
   4.10. Public Participation ...................................................................................................................... 9  
   4.11. Minutes of Meetings .................................................................................................................... 9  
   4.13. Meeting Schedule ....................................................................................................................... 10  
5. LEGAL AND PROCEDURAL ADVICE ................................................................................................. 10  
   5.1. Town Attorney .............................................................................................................................. 11  
   5.2. Legal Opinions .............................................................................................................................. 11  
   5.3. Procedural Advice ........................................................................................................................ 11  
   5.4. Liability ....................................................................................................................................... 11  
6. COMMUNICATIONS ............................................................................................................................ 11  
7. BUDGETS .............................................................................................................................................. 11  
   7.1. BCC Budgets ................................................................................................................................. 11  
   7.2. Expenses ...................................................................................................................................... 12  
8. REPORTING PROCEDURES ............................................................................................................... 12  
   8.1. Consultation with Appointing Authority ...................................................................................... 12  
   8.2. BCC Reports ................................................................................................................................. 12  
   8.3. Annual Town Report .................................................................................................................... 12  
9. SOURCES OF INFORMATION .............................................................................................................. 12  
APPENDIX A ........................................................................................................................................... 13  
   Definitions .......................................................................................................................................... 13  
APPENDIX B .......................................................................................................................................... 15  
   HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT ................................. 15
1. INTRODUCTION

Boards, Commissions, and Committees, and Commission members have a critical role in the Town of Newington. They serve as a conduit for citizen input, gathering, analyzing and recommending options to the Town Council, which is the final authority for making policy decisions. Any citizen can come before any Board, Committee or Commission of the town to offer an opinion or make a suggestion for the betterment of the community as a whole. The individuals who serve on the Commissions are respected and appreciated volunteers in the community. Your dedication to improving the Town by serving is what makes Newington a great place to live.

1.1. Purpose

The purpose of this booklet is to assist the many boards, committees, and commissions (collectively referred to throughout this document as BCC’s) of the Town in functioning effectively and in a manner consistent with all applicable laws. It provides a brief description of procedures, and also provides details about important state statutes, such as the Freedom of Information Act and Code of Ordinances. This booklet merely provides guidance on important legal procedures, and is not intend to amend, supersede or supplement existing law. The statutes and regulations of the State of Connecticut contain the full range of legal obligations of committee members and local officials and should there be any question or ambiguity in interpreting this booklet, the advice of the Town Manager and Town Attorney should be sought.

1.2. Familiarity with the Town Charter

All members should familiarize themselves with the Town Charter and the Annual Town Report for information regarding BCC’s. All members should review each set of laws that pertain to the particular BCC on which they sit. The Charter is the organic law of the Town. It functions for the Town as constitutions do for the State and Federal Governments. It lays out the basic structure of Town Government and apportions powers and duties to officials and agencies. In addition, it specifies important procedures, especially pertaining to Town finances and personnel practices. Citizens appointed to committees for the first time are well advised to begin their familiarization with a reading of the Charter to understand the functioning of Town Government. Copies may be obtained from the Town Clerk.

2. FORMATION OF BCC’s and MEMBERSHIP

The duties and responsibilities of your BCC, may be derived from one or more of four official documents or “source laws.” The Town Plan and Zoning Commission, the Zoning Board of Appeals, Library Directors, Board of Assessment Appeals, Board of Parks and Recreation, the Development Commission and Conservation Commission, are specifically provided for in the Charter. In addition, there are some BCC’s that also derive their powers and duties from the Connecticut General Statutes. Matters relating to Municipalities can be found in Title 7 in the Connecticut General Statutes; Planning and Zoning in Title 8; and Taxation matters regarding the Board of Assessment Appeals are in Title 12 and the Newington Town Charter §C-604.

Certain committees are created by local ordinances passed by the Town Council. Their powers and duties may be found in the Newington Code of Ordinances. The Code is available for reference at the Town Clerk's office, the Lucy Robbins Welles Library or the
Some committees are created by resolution of the Council. These are usually study committees or task forces and their powers and duties originate from the resolutions which created them or amendments to those resolutions. The source of your committee's official grant of powers and responsibilities will be included in your appointment packet.

The BCC shall act as a body and no member shall act on behalf of the BCC unless authorized by the committee.

Members of all BCC’s, upon their appointment, agree to the following responsibilities during their term of office. They shall:

- Demonstrate respect, fairness, consideration, and courtesy to others.
- Respect the authority of the chair.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Be respectful of other people’s time, stay focused and act efficiently during meetings.
- Serve as a model of leadership and inspire public confidence in Town government.
- Act and speak with honesty and integrity.
- Be wary of conflicts of interest, and seek advice when appropriate.

2.1. Newly Formed BCC’s

2.1.1. BCC Formation

The appointing authority of the BCC is the Newington Town Council. If your BCC is newly created, the Town Manager or the Town Clerk will call for the first official meeting. The Agenda will include, but not limited to:

1) Election of officers;
2) Review of the BCC’s charge;
3) Discussion of BCC’s goals;
4) Discussion of FOI requirements;
5) Discussion of the Code of Ethics;
6) Setting future meeting dates; and
7) Public Participation (See Section 4.10).

2.1.2. BCC Nomination Procedure

Individuals seeking appointment are directed to contact the Chairperson and/or the Nominating Chairperson of their political party for the major parties.

2.1.3. Appointment

The goal of the appointing authorities is to appoint qualified and interested individuals who are broadly representative of the Town and the Town’s interests. The appointing authorities take into consideration all relevant factors in making representative selections. Ad hoc and special committees may include nonresidents or ex-officio members when the appointing authority deems it in the best interest of the committee and the Town. The appointee receives written notification of appointment and the term of office from the Council Secretary.
2.1.3.1. **Regular Members**

Regular members are nominated by their respective parties and confirmed by the Town Council. Any member may request reappointment as outlined below in Section 2.1.4.

2.1.3.2. **Alternate Members**

Some BCC’s officially have alternate members whose positions are established by law. Official alternate members may vote and may be counted as a quorum when they are seated as a full member, by the chairperson or their designee.

2.1.3.3. **Ex Officio Members**

If there are Ex Officio members of the committee, they hold their position by virtue of their official capacity. That capacity may be as an elected Town official, as an administrator, as a member of another BCC or as a representative of a local club or organization, etc. Ex officio members do not have the right to vote unless the source law states that they do.

2.1.4. **Reappointment**

Reappointment is based on an evaluation by the appointing authority of the contributing individual to the BCC, the desirability of widespread involvement, and the changing needs of the BCC and the Town. A member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment. If, at the conclusion of a term, there is no action on a reappointment, the particular member of the BCC should contact the appointing authority to request their reappointment.

The Newington Town Charter specifically allows for members of seven (7) specific commissions, outlined in the Town Charter §C-611, to continue to serve, if he/she chooses to do so, until the reappointing authority acts. These members are as follows:

- Town Plan and Zoning Commission
- Zoning Board of Appeals
- Library Trustees
- Board of Assessment Appeals
- Board of Parks and Recreation
- Development Commission, and
- Conservation/Inland Wetlands Commission.

2.1.5. **Resignation**

A member who is no longer able to serve or who no longer desires to serve should supply a resignation promptly so that the vacancy may be filled. A written resignation shall be submitted to the Town Clerk, with a copy to the Political
Party Chairperson and the Staff Liaison. Resignations are not official and will not be acted upon by the Town Council until the Town Clerk receives the Letter of Resignation. Resignations by digital means will not be accepted.

2.1.6. **Removals or Terminations**

In rare circumstances, the Town Council may ask for a member’s resignation, or if necessary, terminate the appointment in accordance with the Newington Town Charter §C-412. Also, the failure to attend at least 75% of posted meetings for the calendar year may be grounds for removal. Adoption of a Resolution and, written notification to the BCC member will be given by the appointing authority in the event of such action.

2.2. **Committee Orientation**

2.2.1. **Swearing In**

Before commencing your service, it is required that you be “sworn in.” The Town Clerk will perform this function any business day between 8:30 a.m. and 4:30 p.m. Occasionally BCC’s are sworn in as a group, but usually individual members take their oath by appearing at the Town Clerk's office. You may not participate in your BCC’s activities until you are sworn in. At this time, the Town Clerk will present you with the following information to review:

a. Ethics Packet & Disclosure Form;
b. BCC Booklet;
c. Social Media Guidelines;
d. Acknowledgment Form indicating you have reviewed the supplied information; and
e. Authorizing Legislation for your BCC.

Within thirty (30) days of election or appointment, all new BCC members shall review the information provided and shall sign the BCC Acknowledgement Form and return this form to the Office of the Town Clerk, indicating they have received and read the information provided.

2.3. **Proper Official Conduct: Ethics**

The Town of Newington has adopted a Code of Ethics, Chapter 32, of the Code of Ordinances, (Chapter 32) which deals with the requirement of ethical conduct and certain disclosures by its officials. Members of BCC’s are, by definition, "officials" of the Town, so you are required to become familiar with it. The laws regarding conflict of interest are complex and any BCC member or local official should seek proper advice before acting in a manner that may cause a potential liability to the Town.

2.4. **Proper Official Conduct: Social Media**

The Town of Newington depends upon an environment of tolerance and respect for the achievement of its goals in serving the citizens of the Town. In that spirit, public comments in any forum, that contain racial slurs, express bigotry toward a group based on their race, religion, national origin, sexual orientation, gender, gender identity or any other legally
protected classification may be considered conduct unbecoming a Town official and may constitute good cause for removal for any appointed or elected official.

There are expectations and guidelines for BCC’s for use of social media. Members should use their best personal judgment when using any form of social media. (See Social Media Guidelines packet)

3. OFFICERS

3.1. Elections

BCC’s usually elect a chairperson, vice-chairperson and for some BCC’s, a secretary. The officers are normally elected by the members of the BCC at its first meeting, and either annually or bi-annually thereafter. In some instances the chairperson is designated by the appointing authority or enabling legislation. Election of officers shall be by open nomination. It shall be the responsibility of the chairperson to notify the Town Clerk of changes in officers.

3.2. Chairperson/Vice-Chairperson

The chairperson presides at all meetings and makes official communications on behalf of the BCC. The chairperson is not an administrative official with directive or operating authority. The chairperson has the same rights as other members to offer resolutions, make or second motions, discuss questions, and should vote on all actions before the BCC, unless a conflict exists vote thereon.

Responsibilities of the Chairperson

- Consult with the staff liaison in drafting the meeting agenda.
- Attend Town Council meetings as needed to represent the Commission.
- Make the public feel welcome at meetings.
- Keep discussions orderly, focused, efficient, impersonal, and fair.
- Monitor attendance of commission members and take action as necessary, pursuant to Section 4.4.

Responsibilities of the Vice Chairperson are to substitute for the Chairperson as needed.

3.3. Staff Assistance/Clerical Help

If the Town Council has not made arrangements for a staff liaison and/or clerical assistance, the BCC should contact the Town Manager’s office. Staff Liaisons/clerical shall assist the BCC by:

- Attending all meetings.
- Preparing agendas in conjunction with the Chair.
- Providing background and context on agenda items.
- Offering professional expertise and recommendations about an issue and alert the BCC of possible detrimental actions.
- Interpreting codes, ordinances, policies and other regulations.
- Ensuring that motions and minutes reflect the intent of the BCC.

4. MEETINGS

4.1. Freedom of Information Requirements (FOI)
All local public officials and agencies in Connecticut are subject to the State's Freedom of Information Act (Connecticut General Statutes, Chapter 14). All members, new or experienced, are required to become current with the basics of this law. If any member of a BCC has further questions on the FOI Act, they should contact the Town Manager or the Town Attorney for further information.

The most important provisions of the law pertain to the need and timing for proper meeting notices (normally 24 hours, posted in the Town Clerk's office), the filing of minutes and the holding of open meetings. Executive sessions are restricted to the following reasons:

1. Personnel;
2. Strategy & negotiations regarding claims & litigation;
3. Security matters;
4. Real Estate; and
5. Matters that would disclose exempted public records.

A summary of important provisions of the Freedom of Information Act is attached in Appendix A of this booklet. Also see Section 4.2 below.

4.2. Executive Session

A committee may meet in executive session only for the purposes listed below:

(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;

(B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security;

(D) discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and

(E) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of Section 1-210.

Please note, most committees will generally be permitted to avail themselves to a very limited number of the above-cited reasons to enter into executive session. In the instances where a committee has concerns regarding the application of the executive session privileges, they should seek guidance from the Town Manager or Town Attorney prior to the specific meeting.
4.3. **Meetings Subject to the Freedom of Information Act**

All meetings of a BCC, that do not fall within the exceptions listed above in Section 4.2, must be open to the public and accessible.

4.4. **Attendance**

The Town Council's official policy is that members and alternates of BCC’s must attend at least 75% of all posted meetings of the BCC, for the calendar year. The chairperson of each BCC is required by the Town Council to submit a bi-annual report of the attendance of all members, on a form provided by the Town Manager’s office, and made part of the BCC’s record.

If you are unable to attend the meeting you MUST notify the Chairperson prior to the start of the meeting. If members of the committee are not attending regularly, the chairperson should discuss this matter immediately with the individual. If discussions do not produce improvement, the Town Council will take action in accordance with the Newington Town Charter §C-412.

4.5. **Meeting Quorums**

No meeting of a BCC may be held unless a quorum is present. A quorum is 51% of the membership or a larger number of members as set forth in the BCC rules, by-laws or authorizing statutes. No unofficial (i.e. “off-the-record”) meetings are allowed. The Freedom of Information law prohibits them (see Section 4.1).

4.6. **Annual Organizational Meeting**

The Annual Organizational Meeting Agenda for established BCC’s should include:

A. Election of Officers;
B. Meeting Dates;
C. Review of the FOI Act (Section 4.1); and
D. Review of the Code of Ethics.

4.7. **Agenda Posting**

All meeting agendas (regular or special) shall be filed with the Office of the Town Clerk for posting on the Agenda board and the Town website.

The following information shall be included in every meeting posting:

- The name of the public body that is meeting.
- The date and time of the meeting.
- Where the meeting is being held (location, room, address).
- Any topics that are reasonably expected to be discussed at the meeting in sufficient details to reasonably advise the public of the general issues to be discussed, provided however, that if a topic was not reasonably expected at the time of posting, it may be discussed at the meeting.
- Any revisions to the posting should be made as soon as possible prior to the meeting.
This is **required** no less than 24 hours prior to the meeting.

Any committee member may have an item placed on the agenda by notifying the committee chairperson or the staff liaison assigned to serve the committee. If the committee does not have rules of procedure which prohibit it, items may be added to the agenda at the meeting itself, by a 2/3 vote of those present and voting. (See **Appendix B - HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT, "Public Meetings," Item III.**)

<table>
<thead>
<tr>
<th>Type</th>
<th>Notice/Meeting Dates</th>
<th>Agenda/Notice Contents</th>
<th>Adding to Agenda/Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Regular Meeting dates shall be filed yearly with the Town Clerk no later than Jan 31st.</td>
<td>Agenda available no later than 24 hrs. prior to meeting.</td>
<td>Agenda items may be added by a 2/3 vote of members present and voting.</td>
</tr>
<tr>
<td>Special</td>
<td>At least 24 hrs. before the meeting in the Town Clerk’s office (excluding weekends &amp; holidays).*</td>
<td>At least 24 hrs. before the meeting. Time, place and all business to be conducted must be listed on the Agenda.*</td>
<td><strong>NOT PERMITTED</strong></td>
</tr>
<tr>
<td>Emergency</td>
<td>None required, <strong>IF</strong> emergency is justified.</td>
<td>None required, <strong>IF</strong> emergency is justified.</td>
<td><strong>ONLY</strong> the emergency matter may be considered.</td>
</tr>
</tbody>
</table>

* Filed with the Town Clerk and **MUST** be posted on the Town website.  

(CGS. §1-225)

### 4.8. Meeting Room Availability

BCC’s have the choices of the following meeting rooms in the Town Hall and must contact the Town Manager’s Office for availability. 860-665-8510:

1. Donald McKay Conference Room 1;
2. Bicentennial Room Conference Room 2;
3. Auditorium (Old Council Chambers);
4. Conference Room L-100;
5. Council Chambers Room L-101 (E. Curtis Ambler Meeting Room);

To reserve the Helen Nelson Meeting Room you must contact the Superintendent’s Office for availability. 860-665-8610

Rooms are also available at the Joseph P. Doyle Community Complex and Lucy Robbins Wells Library. Reservations may be made through the office of the Director of the Senior and Disabled Center at 860-665-8778 or the office of the Library Director at 860-665-8728.

There are some priority assignments for Town Hall meeting rooms. The Board of Education has priority with respect to the Helen Nelson Meeting Room. Conference
Room L-101 is permanently assigned on the 2\textsuperscript{nd} and 4\textsuperscript{th} Tuesday of each month to the Town Council, 2\textsuperscript{nd} and 4\textsuperscript{th} Wednesday of each month to the Town Plan and Zoning Commission, the 1\textsuperscript{st} Thursday of the month to the Zoning Board of Appeals, and the 3\textsuperscript{rd} Tuesday of to the month to the Conservation Commission. The Town Council has priority with respect to use of all meeting rooms, with the exception of the Helen Nelson Room.

BCC meetings must be held in a public building unless the meeting involves a tour or field trip.

4.9. **Meeting Times**

All BCC’s should schedule times for meetings which allow participation by all members. Meeting schedules should take into account the adopted list of Town Observed Holidays when scheduling meetings.

Each board, commission or committee must file, by January 31 of each year, a schedule of regular meetings for the ensuing year. The filing is made with the Town Clerk by the chairperson or staff liaison. Newly created committees must file a schedule of regular meetings for the balance of the calendar year as soon as possible after their organization. Calling a special meeting shall be governed by the Town Council Rules of Procedure, as revised.

4.10. **Public Participation**

It is the Town Council’s policy that all Town agencies maximize the opportunity for public participation. If the BCC does not have rules of procedure (see Section 4.12) which specify conditions of public participation, then, time should be scheduled at the beginning and end of each meeting. An individual may not disrupt a meeting of a BCC and the chairperson shall instruct any individual or group of individuals who are disrupting a meeting to be silent. If after clear warning a person continues to be disruptive, the chairperson shall order the person to leave the meeting. Failure to abide by any such order may warrant police involvement at the request of the BCC.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes, and differences of opinion. They should also take care to observe the appearance as well as the principle of impartiality.

4.11. **Minutes of Meetings**

All BCC’s shall create and maintain accurate minutes of all meetings.

Minutes are not intended to be a transcript of the meeting, but rather an accurate recording of the meeting topics discussed and actions taken by the BCC. The minutes must:

- State the date, time, (location, room, address);
- List all members present and all members absent;
- Summarize each topic discussed by the BCC;
- Clearly state all motions made; and
- Include a record of any actions or votes taken by the BCC.

It is required that there will be an audio recording of all public meetings. A Digital
recorder is available in the Town Clerk's Office. A tape recorder is available for use from the office of the Town Manager or the Superintendent of Schools. The BCC rules, by-laws or statutes will indicate if the minutes should be detailed or in summary. If the BCC is unable to record the meeting, the minutes should be provided in enough detail to indicate the substance of what discussions and actions took place.

Minutes must be signed by the secretary or clerk, and one copy must be filed with the Town Clerk within seven (7) calendar days after the meeting. All motions must be filed within forty-eight (48) hours and specify how each member voted. Each member of the BCC, the Town Council's liaison(s) and pertinent Town staff personnel should be provided with copies of minutes as soon as they have been completed. BCC members are responsible for reviewing the previous meeting minutes prior to adoption.

<table>
<thead>
<tr>
<th>Type</th>
<th>Filing of Record of Votes</th>
<th>Filing Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 7 calendar days AFTER the meeting.</td>
</tr>
<tr>
<td>Special</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 7 business days AFTER the meeting.</td>
</tr>
<tr>
<td>Emergency</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 72 hrs. AFTER the meeting (excluding weekends &amp; holidays). Minutes must state the reason for the Emergency.</td>
</tr>
</tbody>
</table>

(CGS. §1-225)

4.12. Rules of Procedure

Formal Rules of Procedure are required for BCC’s. Any BCC not having rules shall be governed by the Town Council Rules of Procedure, as revised.

4.13. Meeting Schedule

BCC’s should not meet on holidays observed by Town government, or other recognized holidays that may warrant observance.

4.14. Public Recording of Meetings

4.14.1. The chair must inform all present that the meeting is being recorded.

4.14.2. Any member of the public has a right to make an audio or video recording of an open session of a public meeting as long as the recording does not interfere with the meeting.

4.14.3. Any member of the public wishing to record a meeting must first notify the public and is expected to comply with reasonable requirements established by the chair so that said recording does not interfere with the meeting.

4.14.4. The Chairman may prohibit such recording if it’s reasonably found to be disruptive to the meeting.

5. LEGAL AND PROCEDURAL ADVICE
5.1. **Town Attorney**

Under the Charter, §C-303, the Town Attorney is the legal advisor to all Town agencies. To obtain the Town Attorney's advice, the committee chairperson or the staff liaison assigned to the BCC, should call the Town Attorney directly.

5.2. **Legal Opinions**

Requests for formal legal opinions shall be made in writing by the chairperson or the staff liaison assigned to the BCC. Formal written requests to the Town Attorney must include a copy to the Town Manager. All Town Attorney Legal Opinions must be in writing, supplied to the BCC and filed in the Town Clerk’s office, excluding privileged opinions requested during Executive Sessions, until made public.

5.3. **Procedural Advice**

Information on procedures not covered in these guidelines may be obtained by contacting the Town Manager’s Office.

5.4. **Liability**

The Town of Newington carries public official liability insurance. Should you or your BCC be sued for actions taken on behalf of the Town, you will be indemnified by the Town through this policy and the Town will provide legal representation. You are cautioned that *ultravires* acts (arbitrary abuses of authority or other acts outside of the scope of one’s official duties) are not necessarily covered, especially if the act is willful or wanton. Questions of legal authority should be taken up with the Town Attorney to avoid such exposure.

6. **COMMUNICATIONS**

Any oral or written communication through any medium, including electronic mail or social media, between or among any committee member on any public business within the BCC’s jurisdiction is considered deliberation and thus subject to the Freedom of Information Act.

Distribution of the following information and materials outside of a meeting is not considered deliberation so long as the material or information does not express any opinions of a committee member:

- Meeting agendas
- Scheduling or procedural information
- Reports or documents that will be discussed at the meeting

7. **BUDGETS**

7.1. **BCC Budgets**

In general, an individual BCC does not have a budget unless one is authorized by the Town Council at the time of its formation. If a BCC anticipates a need to expend funds, it can request a budget for the next fiscal year through the Town Manager; or, if funds are needed during a fiscal year, it can make a request to the Town Manager or, appointing body for a transfer from available funds.
7.2. **Expenses**

Before a BCC member incurs expenses connected with their assignment, they must obtain approval by their chairperson and staff liaison.

8. **REPORTING PROCEDURES**

8.1. **Consultation with Appointing Authority**

If the BCC wishes to consult with its appointing authority, they should contact the Town Manager’s office to schedule a meeting.

8.2. **BCC Reports**

The Town Council, may from time to time, request a BCC to provide updates, reports or completed projects for acceptance.

8.3. **Annual Town Report**

All appointed committees should file an annual report of committee activities for the Annual Town Report. The chair or other designated member should detail committee membership, including changes, and a one-to three-paragraph explanation of major accomplishments and future plans. A request for committee reports is issued each year, and are due in the Town Manager’s Office no later than the last business day in September of each year regardless of notice.

9. **SOURCES OF INFORMATION**


Town of Newington, Code of Ethics, Chapter 32.


**Town of Newington, Social Media Guidelines**

Connecticut General Statutes:

- Title 1, Chapter 14, Freedom of Information Act.
- Title 7, Municipalities.
- Title 8, Zoning, Planning, Housing and Economic and Community Development.
- Title 12, Taxation
APPENDIX A

Definitions

BCC - any appointed or elected board, commission, council, authority, committee or sub-committee created by the Town of Newington.

By-Laws – A set of rules adopted to outline the powers and duties of its members.

Code of Ethics – A written set of guidelines issued by an organization to its workers and management to help them conduct their actions in accordance with its primary values and ethical standards.

Code of Ordinances – A “living” document of all laws, rules or regulations adopted by the elected governing body of a municipality.

Freedom of Information Act – Enacted in 1975, is a series of laws that guarantee the public access to public records of governmental bodies in Connecticut.

Jurisdiction – The area of responsibility covered by a particular BCC appointed or elected by the town.
Meeting – a deliberation by any BCC or subcommittee thereof where it is intended that the body will have a discussion on any matter within the body’s jurisdiction.

Meeting Types
- **Regular Meeting** – A meeting held based upon an adopted annual schedule of meetings to discuss and take action upon specific noticed items.
- **Special Meeting** – A meeting held which has not been previously noticed to discuss and take action on a specific item or items.
- **Emergency** – A sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- **Executive Session** – A session which is closed to the general public to discuss specific topics that may disclose privileged information. (See Section 4.2 & Appendix B)

Member Types – Makeup of the membership of appointed or elected BCC’s.
- **Regular Member** – Member of a BCC who was nominated by their respective parties and confirmed by the Town Council.
- **Alternate Member** – A member of a BCC, who during the absence of a regular member, shall act in the place and stead of such member and perform such duties as that member.
- **Ex-Officio Member** – A member who hold their position by virtue of their office and their official capacity.
- **De Facto Member** – A member authorized to continue in their office until reappointed or replaced by the appointing authority.

Public Participation – Seeks and facilitates the involvement of those potentially affected by or interested in a decision. This can be in relation to individuals, governments, institutions, companies or any other entities that affect public interests. The principle of public participation holds that those who are affected by a decision have a right to be involved in the decision-making process. Public participation implies that the public's contribution will influence the decision.

Quorum – Is 51% of the membership or a larger number of members as set forth in the BCC rules, by-laws or authorizing statutes.

Staff Liaison – An individual assigned to assist a BCC in the performance of its statutory duties.

Town Attorney – An individual or Firm elected or appointed to represent a municipal government.

Town Charter – A legal document establishing a municipality such as a city or town. A charter in effect delegates powers to the citizens for the purpose of local self-government.

Town Council – The elected governing body of the Town of Newington.

Town Manager – An official appointed to direct the administration of the town government.
APPENDIX B

HIGHLIGHTS OF THE CONNECTICUT
FREEDOM OF INFORMATION ACT

(Be sure to consult Connecticut General Statutes §1-200-259)

PUBLIC AGENCIES

I. THE PUBLIC HAS THE RIGHT TO OBTAIN RECORDS AND ATTEND MEETINGS OF ALL PUBLIC AGENCIES WITH CERTAIN LIMITED EXCEPTIONS.

- State and local government agencies, departments, institutions, boards, commissions and authorities and their committees.

- Executive, administrative or legislative offices, and the judicial branch and the Division of Criminal Justice with respect to their administrative functions.

- Certain other entities based on the following criteria: (1) whether the entity performs a governmental function; (2) the level of government funding; (3) the extent of government involvement or regulation; and (4) whether the entity was created by the government.

PUBLIC MEETINGS

I. MEETINGS, INCLUDING HEARINGS AND OTHER PROCEEDINGS, MUST BE OPEN TO THE PUBLIC – EXCEPT IN LIMITED SITUATIONS.

- A public meeting is 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 upon any matter over which it has authority.

- The following are not public meetings: meetings of certain personnel search committees; collective bargaining strategy and negotiating sessions; caucuses; chance or social gatherings not intended to relate to official business; administrative or staff meetings of a single-member agency (e.g., mayor); and communications limited to notice of agency meetings or their agendas.

- No registration or other requirements may be imposed on a member of the public seeking attendance at a public meeting.

- The public, as well as the news media, may photograph, record or broadcast meetings, subject to prior reasonable rules regarding non-interference with the conduct of the meeting.

II. ONLY THREE KINDS OF MEETINGS ARE RECOGNIZED UNDER THE FREEDOM OF INFORMATION ACT: REGULAR, SPECIAL AND EMERGENCY.

- A state agency must file each year a schedule of its regular meetings with the Secretary of the State. A town or city agency must file each year a schedule of its regular meetings with the clerk of the town or city. A multi-town district or agency must file each year a schedule of its regular meetings with the clerk of each municipal member of the district or agency. A special meeting may be called up to 24 hours (excluding weekends, holidays, and days on which the office of the Secretary of the State or municipal clerk, as the case may be, is closed) before the time set for the meeting. A special meeting is called by filing a notice stating the time, place and business to be transacted.

- A state agency files this notice with the Secretary of the State; a local agency files this notice with the municipal clerk; a multi-town district or agency files this notice with the clerk of each municipal member of the district or agency.

- An emergency meeting may be held without complying with the preceding notice requirements. However, the agency must file its minutes, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State if a state
agency; or with the municipal clerk if a local agency; or with the clerk of each municipal member if a multi-town district or agency.

III. **YOU ARE ENTITLED TO RECEIVE A COPY OF THE NOTICE AND AGENDA OF A MEETING.**

- An agency is required to send a notice of its meetings, where practicable at least 1 week prior to the meeting date, to any person who has made a written request. The agency may establish a reasonable charge for this service.

- Each agency must make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the agency.

IV. **AGENCY MINUTES AND RECORD OF VOTES MUST BE AVAILABLE TO THE PUBLIC.**

- The minutes of each agency meeting must be made available to the public within 7 days of the session to which they refer in the agency's office if it has one; or, if none, in the office of the Secretary of the State for state agencies or in the municipal clerk's office for local agencies. In the case of special meetings, the 7 day period excludes weekends and holidays. The minutes must contain the record of each member's vote on any issue before the agency.

- The votes of each member on any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.

- The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session, except for job applicants who were interviewed.

V. **CONDUCT OF MEETINGS**

- In the event that any meeting of a public agency is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the members of the agency conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit such public agency from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

**EXECUTIVE SESSION**

I. **AN AGENCY MAY CLOSE TO THE PUBLIC CERTAIN PORTIONS OF MEETINGS BY A VOTE OF 2/3 OF THE MEMBERS PRESENT AND VOTING. THIS VOTE MUST BE CONDUCTED AT A PUBLIC SESSION.**

- Meetings to discuss the following matters may be closed: specific employees (unless the employee concerned requests that the discussions be open to the public); strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisition (if openness might increase price); or any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records.

- Any business or discussion in a closed session must be limited to the above areas.

- The agency may invite persons to present testimony or opinions in an executive session, but their attendance must be limited to only the time necessary for that testimony or opinion.

**PUBLIC RECORDS**

I. **MOST RECORDS OR FILES OF STATE AND LOCAL AGENCIES, INCLUDING MINUTES OF ALL THEIR MEETINGS, ARE AVAILABLE TO THE PUBLIC FOR**
INSPECTION OR COPYING.
- This includes information or data which is typed, handwritten, tape recorded, printed, photographed or computer-stored.
- Most inter-agency and intra-agency memoranda or letters.

II. RECORDS SPECIFICALLY EXEMPTED FROM DISCLOSURE BY FEDERAL LAW OR STATE STATUTE ARE NOT AVAILABLE TO THE PUBLIC.
- In addition, the following records may not be available to the public:
  - some preliminary drafts or notes; personnel or medical files; certain law enforcement records, including arrest records of juveniles and some witness and victim identification information; records relating to pending claims and litigation; trade secrets and certain commercial or financial information; test questions used to administer licensing, employment or academic examinations; real estate appraisals and construction contracts until all of the property has been acquired; personal financial data required by a licensing agency; records relating to collective bargaining; tax returns and communications privileged by the attorney-client relationship; names and addresses of public school students; information obtained by illegal means; certain investigation records of reported misconduct in state government or names of state employees who report such misconduct to the state Attorney General or Auditors; certain adoption records; election, primary, referenda and town meeting petition pages, until certified; certain health authority complaints and records; certain educational records; certain records, when there are reasonable grounds to believe disclosure may result in a safety risk; and certain records, if disclosure would compromise the security or integrity of an information technology system. Also, records of personnel search committees need not be disclosed if they would identify executive level employment candidates without their consent.

III. YOU MAY INSPECT PUBLIC RECORDS DURING REGULAR OFFICE HOURS, BUT COPIES, PRINT-OUTS OR TRANSCRIPTS SHOULD BE REQUESTED IN WRITING.
- The fee for a copy of a public record from a state agency must not exceed 25¢ per page. The fee for a copy of a public record from a non-state agency must not exceed 50¢ per page. The fee for a computer disk, tape, printout or for a transcript, or a copy thereof, must not exceed the actual cost to the agency involved. The agency may also require the prepayment of these fees if their estimated cost is $10.00 or more. No sales tax may be imposed for copies of the public records requested under this Act.
- The agency is required to waive any fee for copies if the person requesting the copies is poor and cannot afford it; or if the agency determines that the request benefits the public welfare.
- There is an additional charge for a certified copy of a public record.
- You are entitled to prompt access to inspect or copy public records. If an agency fails to respond to a request within four business days, such failure can be treated as a denial of the request.

http://ct.gov/foi
TOWN OF NEWINGTON

INFORMATION AND
GUIDELINES FOR BOARDS,
COMMITTEES AND
COMMISSIONS

Prepared by the Office of the Town Manager, December 1983, Revised
This handbook was originally created by the Office of the Town Manager, in December 1983, and revised in 1989 and 1993. This handbook is intended for use by appointed and elected officials of the Town of Newington and is dedicated to the principles of open and transparent government.

Commission Guidelines Subcommittee
Chairperson – Councilor Carol Anest
Councilor Gail Budrejko
Councilor Diana Serra

Adopted by the Newington Town Council: ____________________________
# Table of Contents

1. **INTRODUCTION** ............................................................................................................................... 1  
   1.1. Purpose .......................................................................................................................................... 1  
   1.2. Familiarity with the Town Charter .............................................................................................. 1  
2. **FORMATION OF BCC’s and MEMBERSHIP** .............................................................................. 1  
   2.1. Newly Formed BCC’s .................................................................................................................. 2  
   2.2. Committee Orientation .............................................................................................................. 4  
   2.3. Proper Official Conduct: Ethics ................................................................................................. 4  
   2.4. Proper Official Conduct: Social Media ....................................................................................... 4  
3. **OFFICERS** ......................................................................................................................................... 4  
   3.1. Elections ....................................................................................................................................... 4  
   3.2. Chairperson/Vice-Chairperson ................................................................................................. 4  
   3.3. Staff Assistance/Clerical Help .................................................................................................. 5  
4. **MEETINGS** ......................................................................................................................................... 5  
   4.1. Freedom of Information Requirements (FOI) ............................................................................ 5  
   4.2. Executive Session ....................................................................................................................... 6  
   4.3. Meetings Subject to the Freedom of Information Act .............................................................. 6  
   4.4. Attendance .................................................................................................................................. 6  
   4.5. Meeting Quorums ...................................................................................................................... 6  
   4.6. Annual Organizational Meeting ............................................................................................... 7  
   4.7. Agenda Posting .......................................................................................................................... 7  
   4.8. Meeting Room Availability ....................................................................................................... 8  
   4.9. Meeting Times ........................................................................................................................... 8  
   4.10. Public Participation .................................................................................................................. 8  
   4.11. Minutes of Meetings ............................................................................................................... 9  
   4.13. Meeting Schedule .................................................................................................................. 9  
5. **LEGAL AND PROCEDURAL ADVICE** ...................................................................................... 10  
   5.1. Town Attorney ......................................................................................................................... 10  
   5.2. Legal Opinions ........................................................................................................................ 10  
   5.3. Procedural Advice ................................................................................................................... 10  
   5.4. Liability ..................................................................................................................................... 10  
6. **COMMUNICATIONS** .................................................................................................................... 10  
7. **BUDGETS** ....................................................................................................................................... 11  
   7.1. BCC Budgets ........................................................................................................................... 11  
   7.2. Expenses .................................................................................................................................... 11  
8. **REPORTING PROCEDURES** .................................................................................................... 11  
   8.1. Consultation with Appointing Authority .................................................................................. 11  
   8.2. BCC Reports ........................................................................................................................... 11  
   8.3. Annual Town Report ................................................................................................................. 11  
9. **SOURCES OF INFORMATION** .................................................................................................... 11  
APPENDIX A ............................................................................................................................................ 12  
   Definitions ....................................................................................................................................... 12  
APPENDIX B ............................................................................................................................................ 14  
   HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT ...................... 14
1. INTRODUCTION

Boards, Committees, and Commission members have a critical role in the Town of Newington. They serve as a conduit for citizen input, gathering, analyzing and recommending options to the Town Council, which is the final authority for making policy decisions. Any citizen can come before any Board, Committee or Commission of the town to offer an opinion or make a suggestion for the betterment of the community as a whole. The individuals who serve on the Commissions are respected and appreciated volunteers in the community. Your dedication to improving the Town by serving is what makes Newington a great place to live.

1.1. Purpose

The purpose of this booklet is to assist the many boards, committees, and commissions (collectively referred to throughout this document as BCC’s) of the Town in functioning effectively and in a manner consistent with all applicable laws. It provides a brief description of procedures, and also provides details about important state statutes, such as the Freedom of Information Act and Code of Ordinances. This booklet merely provides guidance on important legal procedures, and is not intend to amend, supersede or supplement existing law. The statutes and regulations of the State of Connecticut contain the full range of legal obligations of committee members and local officials and should there be any question or ambiguity in interpreting this booklet, the advice of the Town Manager and Town Attorney should be sought.

1.2. Familiarity with the Town Charter

All members should familiarize themselves with the Town Charter and the Annual Town Report for information regarding BCC’s. All members should review each set of laws that pertain to the particular BCC on which they sit. The Charter is the organic law of the Town. It functions for the Town as constitutions do for the State and Federal Governments. It lays out the basic structure of Town Government and apportions powers and duties to officials and agencies. In addition, it specifies important procedures, especially pertaining to Town finances and personnel practices. Citizens appointed to committees for the first time are well advised to begin their familiarization with a reading of the Charter to understand the functioning of Town Government. Copies may be obtained from the Town Clerk.

2. FORMATION OF BCC’S and MEMBERSHIP

The duties and responsibilities of your BCC may be derived from one or more of four official documents or “source laws.” The Town Plan and Zoning Commission, the Zoning Board of Appeals, Library Directors, Board of Assessment Appeals, Board of Parks and Recreation, the Development Commission and Conservation Commission, are specifically provided for in the Charter. In addition, there are some BCC’s that also derive their powers and duties from the Connecticut General Statutes. Matters relating to Municipalities can be found in Title 7 in the Connecticut General Statutes; Planning and Zoning in Title 8; and Taxation matters regarding the Board of Assessment Appeals are in Title 12 and the Newington Town Charter §C-604.

Certain committees are created by local ordinances passed by the Town Council. Their powers and duties may be found in the Newington Code of Ordinances. The Code is available for reference at the Town Clerk's office, the Lucy Robbins Welles Library or the Town website. Some of these may also have Connecticut General Statutes which apply to their responsibilities and procedures.
Some committees are created by resolution of the Council. These are usually study committees or task forces and their powers and duties originate from the resolutions which created them or amendments to those resolutions. The source of your committee's official grant of powers and responsibilities will be included in your appointment packet.

The BCC shall act as a body and no member shall act on behalf of the BCC unless authorized by the committee.

Members of all BCC’s, upon their appointment, agree to the following responsibilities during their term of office. They shall:

- Demonstrate respect, fairness, consideration, and courtesy to others.
- Respect the authority of the chair.
- Prepare in advance of meetings and be familiar with issues on the agenda.
- Be respectful of other people’s time, stay focused and act efficiently during meetings.
- Serve as a model of leadership and inspire public confidence in Town government.
- Act and speak with honesty and integrity.
- Be wary of conflicts of interest, and seek advice when appropriate.

2.1. Newly Formed BCC’s

2.1.1. BCC Formation

The appointing authority of the BCC is the Newington Town Council. If your BCC is newly created, the Town Manager or the Town Clerk will call for the first official meeting. The Agenda will include, but not limited to:

1) Election of officers;
2) Review of the BCC’s charge;
3) Discussion of BCC’s goals;
4) Discussion of FOI requirements;
5) Discussion of the Code of Ethics;
6) Setting future meeting dates; and
6) Public Participation (See Section 4.10).

2.1.2. BCC Nomination Procedure

Individuals seeking appointment are directed to contact the Chairperson and/or the Nominating Chairperson of their political party.

2.1.3. Appointment

The goal of the appointing authorities is to appoint qualified and interested individuals who are broadly representative of the Town and the Town's interests. The appointing authorities take into consideration all relevant factors in making representative selections. Ad hoc and special committees may include nonresidents or ex-officio members when the appointing authority deems it in the best interest of the committee and the Town. The appointee receives written notification of appointment and the term of office from the Council Secretary.

2.1.3.1. Regular Members

Regular members are nominated by their respective parties and confirmed by the Town Council. Any member may request reappointment as outlined below in Section 2.1.4.
2.1.3.2. **Alternate Members**

Some BCC’s officially have alternate members whose positions are established by law. Official alternate members may vote and may be counted as a quorum when they are seated as a full member, by the chairperson or their designee.

2.1.3.3. **Ex Officio Members**

If there are Ex Officio members of the committee, they hold their position by virtue of their official capacity. That capacity may be as an elected Town official, as an administrator, as a member of another BCC or as a representative of a local club or organization, etc. Ex officio members do not have the right to vote unless the source law states that they do.

2.1.4. **Reappointment**

Reappointment is based on an evaluation by the appointing authority of the contributing individual to the BCC, the desirability of widespread involvement, and the changing needs of the BCC and the Town. A member is under no obligation to accept reappointment nor is the appointing authority obligated to offer reappointment. If, at the conclusion of a term, there is no action on a reappointment, the particular member of the BCC should contact the appointing authority to request their reappointment.

The Newington Town Charter specifically allows for members of seven (7) specific commissions, outlined in the Town Charter §C-611, to continue to serve, if he/she chooses to do so, until the reappointing authority acts. These members are as follows:

- Town Plan and Zoning Commission
- Zoning Board of Appeals
- Library Trustees
- Board of Assessment Appeals
- Board of Parks and Recreation
- Development Commission, and
- Conservation/Inland Wetlands Commission.

2.1.5. **Resignation**

A member who is no longer able to serve or who no longer desires to serve should supply a resignation promptly so that the vacancy may be filled. A written resignation shall be submitted to the Town Clerk, with a copy to the Political Party Chairperson and the Staff Liaison. Resignations are not official and will not be acted upon by the Town Council until the Town Clerk receives the Letter of Resignation. Resignations by digital means will not be accepted.

2.1.6. **Removals or Terminations**

In rare circumstances, the Town Council may ask for a member’s resignation, or if necessary, terminate the appointment in accordance with the Newington Town Charter §C-412. Also, the failure to attend at least 75% of posted meetings for the calendar year may be grounds for removal. Adoption of a Resolution and, written notification to the BCC member will be given by the appointing authority in the event of such action.
2.2. Committee Orientation

2.2.1. Swearing In

Before commencing your service, it is required that you be “sworn in.” The Town Clerk will perform this function any business day between 8:30 a.m. and 4:30 p.m. Occasionally BCC’s are sworn in as a group, but usually individual members take their oath by appearing at the Town Clerk’s office. You may not participate in your BCC’s activities until you are sworn in. At this time, the Town Clerk will present you with the following information to review:

a. Ethics Packet & Disclosure Form;
b. BCC Booklet;
c. Acknowledgment Form indicating you have reviewed the supplied information; and
d. Authorizing Legislation for your BCC.
e. Bylaws/Rules of Procedures for __________________________

Within thirty (30) days of election or appointment, all new BCC members shall review the information provided and shall sign the BCC Acknowledgement Form and return this form to the Office of the Town Clerk, indicating they have received and read the information provided.

2.3. Proper Official Conduct: Ethics

The Town of Newington has adopted a Code of Ethics, Chapter 32, of the Code of Ordinances, which deals with the requirement of ethical conduct and certain disclosures by its officials. Members of BCC’s are, by definition, "officials" of the Town, so you are required to become familiar with it. The laws regarding conflict of interest are complex and any BCC member or local official should seek proper advice before acting in a manner that may cause a potential liability to the Town.

2.4. Proper Official Conduct: Social Media

The Town of Newington depends upon an environment of tolerance and respect for the achievement of its goals in serving the citizens of the Town. In that spirit, public comments in any forum, that contain racial slurs, express bigotry toward a group based on their race, religion, national origin, sexual orientation, gender, gender identity or any other legally protected classification may be considered conduct unbecoming a Town official and may constitute good cause for removal for any appointed or elected official.

3. OFFICERS

3.1. Elections

BCC’s usually elect a chairperson, vice-chairperson and for some BCC’s, a secretary. The officers are normally elected by the members of the BCC at its first meeting, and either annually or bi-annually thereafter. In some instances the chairperson is designated by the appointing authority or enabling legislation. Election of officers shall be by open nomination. It shall be the responsibility of the chairperson to notify the Town Clerk of changes in officers.

3.2. Chairperson/Vice-Chairperson

The chairperson presides at all meetings and makes official communications on behalf of the BCC. The chairperson is not an administrative official with directive or operating authority. The chairperson has the same rights as other members to offer
resolutions, make or second motions, discuss questions, and should vote on all actions before the BCC, unless a conflict exists.

Responsibilities of the Chairperson

- Consult with the staff liaison in drafting the meeting agenda.
- Attend Town Council meetings as needed to represent the Commission.
- Make the public feel welcome at meetings.
- Keep discussions orderly, focused, efficient, impersonal, and fair.
- Monitor attendance of commission members and take action as necessary, pursuant to Section 4.4.

Responsibilities of the Vice Chairperson are to substitute for the Chairperson as needed.

3.3. **Staff Assistance/Clerical Help**

If the Town Council has not made arrangements for a staff liaison and/or clerical assistance, the BCC should contact the Town Manager’s office. Staff Liaisons/clerical shall assist the BCC by:

- Attending all meetings.
- Preparing agendas in conjunction with the Chair.
- Providing background and context on agenda items.
- Offering professional expertise and recommendations about an issue and alert the BCC of possible detrimental actions.
- Interpreting codes, ordinances, policies and other regulations.
- Ensuring that motions and minutes reflect the intent of the BCC.

4. **MEETINGS**

4.1. **Freedom of Information Requirements (FOI)**

All local public officials and agencies in Connecticut are subject to the State's Freedom of Information Act (Connecticut General Statutes, Chapter 14). All members, new or experienced, are required to become current with the basics of this law. If any member of a BCC has further questions on the FOI Act, they should contact the Town Manager or the Town Attorney for further information.

The most important provisions of the law pertain to the need and timing for proper meeting notices (normally 24 hours, posted in the Town Clerk's office), the filing of minutes and the holding of open meetings. Executive sessions are restricted to the following reasons:

1. Personnel;
2. Strategy & negotiations regarding claims & litigation;
3. Security matters;
4. Real Estate; and
5. Matters that would disclose exempted public records.

A summary of important provisions of the Freedom of Information Act is attached in Appendix A of this booklet. Also see Section 4.2 below.
4.2. **Executive Session**

A committee may meet in executive session only for the purposes listed below:

(A) Discussion concerning the appointment, employment, performance, evaluation, health or dismissal of a public officer or employee, provided that such individual may require that discussion be held at an open meeting;

(B) strategy and negotiations with respect to pending claims or pending litigation to which the public agency or a member thereof, because of the member's conduct as a member of such agency, is a party until such litigation or claim has been finally adjudicated or otherwise settled;

(C) matters concerning security strategy or the deployment of security personnel, or devices affecting public security;

(D) discussion of the selection of a site or the lease, sale or purchase of real estate by the state or a political subdivision of the state when publicity regarding such site, lease, sale, purchase or construction would adversely impact the price of such site, lease, sale, purchase or construction until such time as all of the property has been acquired or all proceedings or transactions concerning same have been terminated or abandoned; and

(E) discussion of any matter which would result in the disclosure of public records or the information contained therein described in subsection (b) of Section 1-210.

Please note, most committees will generally be permitted to avail themselves to a very limited number of the above-cited reasons to enter into executive session. In the instances where a committee has concerns regarding the application of the executive session privileges, they should seek guidance from the Town Manager or Town Attorney prior to the specific meeting.

4.3. **Meetings Subject to the Freedom of Information Act**

All meetings of a BCC, that do not fall within the exceptions listed above in Section 4.2, must be open to the public and accessible.

4.4. **Attendance**

The Town Council's official policy is that members and alternates of BCC’s must attend at least 75% of all posted meetings of the BCC, for the calendar year. The chairperson of each BCC is required by the Town Council to submit a bi-annual report of the attendance of all members, on a form provided by the Town Manager’s office, and made part of the BCC’s record.

If you are unable to attend the meeting you MUST notify the Chairperson prior to the start of the meeting. If members of the committee are not attending regularly, the Chairperson should discuss this matter immediately with the individual. If discussions do not produce improvement, the Town Council will take action in accordance with the Newington Town Charter §C-412.

4.5. **Meeting Quorums**

No meeting of a BCC may be held unless a quorum is present. A quorum is 51% of the membership or a larger number of members as set forth in the BCC rules, by-laws or authorizing statutes. No unofficial (i.e. “off-the-record”) meetings are allowed. The Freedom of Information law prohibits them (see Section 4.1).
4.6. **Annual Organizational Meeting**

The Annual Organizational Meeting Agenda for established BCC’s should include:

A. Election of Officers;
B. Meeting Dates;
C. Review of the FOI Act (Section 4.1); and
D. Review of the Code of Ethics.

4.7. **Agenda Posting**

All meeting agendas (regular or special) shall be filed with the Office of the Town Clerk for posting on the Agenda board and the Town website.

The following information shall be included in every meeting posting:

- The name of the public body that is meeting.
- The date and time of the meeting.
- Where the meeting is being held (location, room, address).
- Any topics that are reasonably expected to be discussed at the meeting in sufficient details to reasonably advise the public of the general issues to be discussed, provided however, that if a topic was not reasonably expected at the time of posting, it may be discussed at the meeting.
- Any revisions to the posting should be made as soon as possible prior to the meeting.

This is **required** no less than 24 hours prior to the meeting.

Any committee member may have an item placed on the agenda by notifying the committee chairperson or the staff liaison assigned to serve the committee. If the committee does not have rules of procedure which prohibit it, items may be added to the agenda at the meeting itself, by a 2/3 vote of those present and voting. (See Appendix B - HIGHLIGHTS OF THE CONNECTICUT FREEDOM OF INFORMATION ACT, "Public Meetings," Item III.)

<table>
<thead>
<tr>
<th>Type</th>
<th>Notice/Meeting Dates</th>
<th>Agenda/Notice Contents</th>
<th>Adding to Agenda/Notice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Regular Meeting dates shall be filed yearly with the Town Clerk no later than Jan 31st.</td>
<td>Agenda available no later than 24 hrs. prior to meeting.</td>
<td>Agenda items may be added by a 2/3 vote of members present and voting.</td>
</tr>
<tr>
<td>Special</td>
<td>At least 24 hrs. before the meeting in the Town Clerk’s office (excluding weekends &amp; holidays).*</td>
<td>At least 24 hrs. before the meeting. Time, place and all business to be conducted must be listed on the Agenda.*</td>
<td>NOT PERMITTED</td>
</tr>
<tr>
<td>Emergency</td>
<td>None required, IF emergency is justified.</td>
<td>None required, IF emergency is justified.</td>
<td>ONLY the emergency matter may be considered.</td>
</tr>
</tbody>
</table>

* Filed with the Town Clerk and MUST be posted on the Town website.  
(CGS. §1-225)
4.8. Meeting Room Availability

BCC’s have the choices of the following meeting rooms in the Town Hall and must contact the Town Manager’s Office for availability. 860-665-8510:

(1) Donald McKay Conference Room 1;
(2) Bicentennial Room Conference Room 2;
(3) Auditorium (Old Council Chambers);
(4) Conference Room L-100;
(5) Council Chambers Room L-101 (E. Curtis Ambler Meeting Room);

To reserve the Helen Nelson Meeting Room you must contact the Superintendent’s Office for availability. 860-665-8610

Rooms are also available at the Joseph P. Doyle Community Complex and Lucy Robbins Wells Library. Reservations may be made through the office of the Director of the Senior and Disabled Center at 860-665-8778 or the office of the Library Director at 860-665-8728.

There are some priority assignments for Town Hall meeting rooms. The Board of Education has priority with respect to the Helen Nelson Meeting Room. Conference Room L-101 is permanently assigned on the 2nd and 4th Tuesday of each month to the Town Council, 2nd and 4th Wednesday of each month to the Town Plan and Zoning Commission, the 1st Thursday of the month to the Zoning Board of Appeals, and the 3rd Tuesday of to the month to the Conservation Commission. The Town Council has priority with respect to use of all meeting rooms, with the exception of the Helen Nelson Room.

BCC meetings must be held in a public building unless the meeting involves a tour or field trip.

4.9. Meeting Times

All BCC’s should schedule times for meetings which allow participation by all members. Meeting schedules should take into account the adopted list of Town Observed Holidays when scheduling meetings.

Each board, commission or committee must file, by January 31 of each year, a schedule of regular meetings for the ensuing year. The filing is made with the Town Clerk by the chairperson or staff liaison. Newly created committees must file a schedule of regular meetings for the balance of the calendar year as soon as possible after their organization. Calling a special meeting shall be governed by the Town Council Rules of Procedure, as revised.

4.10. Public Participation

It is the Town Council’s policy that all Town agencies maximize the opportunity for public participation. If the BCC does not have rules of procedure (see Section 4.12) which specify conditions of public participation, then, time should be scheduled at the beginning and end of each meeting. An individual may not disrupt a meeting of a BCC and the chairperson shall instruct any individual or group of individuals who are disrupting a meeting to be silent. If after clear warning a person continues to be disruptive, the chairperson shall order the person to leave the meeting. Failure to abide by any such order may warrant police involvement at the request of the BCC.

Members should conduct themselves at public meetings in a manner that is fair, understanding, and gracious. Members should be considerate of all interests, attitudes,
and differences of opinion. They should also take care to observe the appearance as well as the principle of impartiality.

4.11. **Minutes of Meetings**

All BCC’s shall create and maintain accurate minutes of all meetings.

Minutes are not intended to be a transcript of the meeting, but rather an accurate recording of the meeting topics discussed and actions taken by the BCC. The minutes must:

- State the date, time, (location, room, address);
- List all members present and all members absent;
- Summarize each topic discussed by the BCC;
- Clearly state all motions made; and
- Include a record of any actions or votes taken by the BCC.

It is required that there will be an audio recording of all public meetings. A Digital recorder is available in the Town Clerk's Office. A tape recorder is available for use from the office of the Town Manager or the Superintendent of Schools. The BCC rules, by-laws or statutes will indicate if the minutes should be detailed or in summary. If the BCC is unable to record the meeting, the minutes should be provided in enough detail to indicate the substance of what discussions and actions took place.

Minutes must be signed by the secretary or clerk, and one copy must be filed with the Town Clerk within seven (7) calendar days after the meeting. All motions must be filed within forty-eight (48) hours and specify how each member voted. Each member of the BCC, the Town Council's liaison(s) and pertinent Town staff personnel should be provided with copies of minutes as soon as they have been completed. BCC members are responsible for reviewing the previous meeting minutes prior to adoption.

<table>
<thead>
<tr>
<th>Type</th>
<th>Filing of Record of Votes</th>
<th>Filing Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 7 calendar days AFTER the meeting.</td>
</tr>
<tr>
<td>Special</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 7 business days AFTER the meeting.</td>
</tr>
<tr>
<td>Emergency</td>
<td>Within 48 hrs. after meeting (if minutes are not completed within 48 hrs.).</td>
<td>Within 72 hrs. AFTER the meeting (excluding weekends &amp; holidays). Minutes must state the reason for the Emergency.</td>
</tr>
</tbody>
</table>

*(CGS. §1-225)*


Formal Rules of Procedure are required for BCC’s. Any BCC not having rules shall be governed by the Town Council Rules of Procedure, as revised.

4.13. **Meeting Schedule**

BCC’s should not meet on holidays observed by Town government, or other recognized holidays that may warrant observance.
4.14. Public Recording of Meetings

4.14.1. The chair must inform all present that the meeting is being recorded.
4.14.2. Any member of the public has a right to make an audio or video recording of an open session of a public meeting as long as the recording does not interfere with the meeting.
4.14.3. Any member of the public wishing to record a meeting must first notify the public and is expected to comply with reasonable requirements established by the chair so that said recording does not interfere with the meeting.
4.14.4. The Chairman may prohibit such recording if it’s reasonably found to be disruptive to the meeting.

5. LEGAL AND PROCEDURAL ADVICE

5.1. Town Attorney

Under the Charter, §C-303, the Town Attorney is the legal advisor to all Town agencies. To obtain the Town Attorney's advice, the committee chairperson or the staff liaison assigned to the BCC, should call the Town Attorney directly.

5.2. Legal Opinions

Requests for formal legal opinions shall be made in writing by the chairperson or the staff liaison assigned to the BCC. Formal written requests to the Town Attorney must include a copy to the Town Manager. All Town Attorney Legal Opinions must be in writing, supplied to the BCC and filed in the Town Clerk’s office, excluding privileged opinions requested during Executive Sessions, until made public.

5.3. Procedural Advice

Information on procedures not covered in these guidelines may be obtained by contacting the Town Manager’s Office.

5.4. Liability

The Town of Newington carries public official liability insurance. Should you or your BCC be sued for actions taken on behalf of the Town, you will be indemnified by the Town through this policy and the Town will provide legal representation. You are cautioned that ultravires acts (arbitrary abuses of authority or other acts outside of the scope of one’s official duties) are not necessarily covered, especially if the act is willful or wanton. Questions of legal authority should be taken up with the Town Attorney to avoid such exposure.

6. COMMUNICATIONS

Any oral or written communication through any medium, including electronic mail or social media, between or among any committee member on any public business within the BCC’s jurisdiction is considered deliberation and thus subject to the Freedom of Information Act.

Distribution of the following information and materials outside of a meeting is not considered deliberation so long as the material or information does not express any opinions of a committee member:

- Meeting agendas
- Scheduling or procedural information
- Reports or documents that will be discussed at the meeting
7. BUDGETS

7.1. BCC Budgets

In general, an individual BCC does not have a budget unless one is authorized by the Town Council at the time of its formation. If a BCC anticipates a need to expend funds, it can request a budget for the next fiscal year through the Town Manager; or, if funds are needed during a fiscal year, it can make a request to the Town Manager or, appointing body for a transfer from available funds.

7.2. Expenses

Before a BCC member incurs expenses connected with their assignment, they must obtain approval by their chairperson and staff liaison.

8. REPORTING PROCEDURES

8.1. Consultation with Appointing Authority

If the BCC wishes to consult with its appointing authority, they should contact the Town Manager’s office to schedule a meeting.

8.2. BCC Reports

The Town Council, may from time to time, request a BCC to provide updates, reports or completed projects for acceptance.

8.3. Annual Town Report

All appointed committees should file an annual report of committee activities for the Annual Town Report. The chair or other designated member should detail committee membership, including changes, and a one-to three-paragraph explanation of major accomplishments and future plans. A request for committee reports is issued each year, and are due in the Town Manager’s Office no later than the last business day in September of each year regardless of notice.

9. SOURCES OF INFORMATION


Town of Newington, Code of Ethics, Chapter 32.


Connecticut General Statutes:
- Title 1, Chapter 14, Freedom of Information Act.
- Title 7, Municipalities.
- Title 8, Zoning, Planning, Housing and Economic and Community Development.
- Title 12, Taxation
APPENDIX A

Definitions

**BCC** - any appointed or elected board, commission, council, authority, committee or sub-committee created by the Town of Newington.

**By-Laws** – A set of rules adopted to outline the powers and duties of its members.

**Code of Ethics** – A written set of guidelines issued by an organization to its workers and management to help them conduct their actions in accordance with its primary values and ethical standards.

**Code of Ordinances** – A “living” document of all laws, rules or regulations adopted by the elected governing body of a municipality.

**Freedom of Information Act** – Enacted in 1975, is a series of laws that guarantee the public access to public records of governmental bodies in Connecticut.

**Jurisdiction** – The area of responsibility covered by a particular BCC appointed or elected by the town.

**Meeting** – a deliberation by any BCC or subcommittee thereof where it is intended that the body will have a discussion on any matter within the body’s jurisdiction.

**Meeting Types**

- **Regular Meeting** – A meeting held based upon an adopted annual schedule of meetings to discuss and take action upon specific noticed items.
- **Special Meeting** – A meeting held which has not been previously noticed to discuss and take action on a specific item or items.
- **Emergency** – a sudden, generally unexpected occurrence or set of circumstances demanding immediate action.
- **Executive Session** – A session which is closed to the general public to discuss specific topics that may disclose privileged information. (See Section 4.2 & Appendix B)

**Member Types** – Makeup of the membership of appointed or elected BCC’s.

- **Regular Member** – Member of a BCC who was nominated by their respective parties and confirmed by the Town Council.
- **Alternate Member** – A member of a BCC, who during the absence of a regular member, shall act in the place and stead of such member and perform such duties as that member.
- **Ex-Officio Member** – A member who hold their position by virtue of their office and their official capacity.
- **Defacto Member** – A member authorized to continue in their office until reappointed or replaced by the appointing authority.

**Public Participation** – Seeks and facilitates the involvement of those potentially affected by or interested in a decision. This can be in relation to individuals, governments, institutions, companies or any other entities that affect public interests. The principle of public participation holds that those who are affected by a decision have a right to be involved in the decision-making process. Public participation implies that the public's contribution will influence the decision.

**Quorum** – Is 51% of the membership or a larger number of members as set forth in the BCC rules, by-laws or authorizing statutes.

**Staff Liaison** – An individual assigned to assist a BCC in the performance of its statutory
duties.

**Town Attorney** – An individual or Firm elected or appointed to represent a municipal government.

**Town Charter** – A legal document establishing a municipality such as a city or town. A charter in effect delegates powers to the citizens for the purpose of local self-government.

**Town Council** – The elected governing body of the Town of Newington.

**Town Manager** – An official appointed to direct the administration of the town government.
APPENDIX B

HIGHLIGHTS OF THE CONNECTICUT
FREEDOM OF INFORMATION ACT

(Be sure to consult Connecticut General Statutes §1-200-259)

PUBLIC AGENCIES

I. THE PUBLIC HAS THE RIGHT TO OBTAIN RECORDS AND ATTEND MEETINGS OF ALL PUBLIC AGENCIES WITH CERTAIN LIMITED EXCEPTIONS.

- State and local government agencies, departments, institutions, boards, commissions and authorities and their committees.

- Executive, administrative or legislative offices, and the judicial branch and the Division of Criminal Justice with respect to their administrative functions.

- Certain other entities based on the following criteria: (1) whether the entity performs a governmental function; (2) the level of government funding; (3) the extent of government involvement or regulation; and (4) whether the entity was created by the government.

PUBLIC MEETINGS

I. MEETINGS, INCLUDING HEARINGS AND OTHER PROCEEDINGS, MUST BE OPEN TO THE PUBLIC – EXCEPT IN LIMITED SITUATIONS.

- A public meeting is 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 upon any matter over which it has authority.

- The following are not public meetings: meetings of certain personnel search committees; collective bargaining strategy and negotiating sessions; caucuses; chance or social gatherings not intended to relate to official business; administrative or staff meetings of a single-member agency (e.g., mayor); and communications limited to notice of agency meetings or their agendas.

- No registration or other requirements may be imposed on a member of the public seeking attendance at a public meeting.

- The public, as well as the news media, may photograph, record or broadcast meetings, subject to prior reasonable rules regarding non-interference with the conduct of the meeting.

II. ONLY THREE KINDS OF MEETINGS ARE RECOGNIZED UNDER THE FREEDOM OF INFORMATION ACT: REGULAR, SPECIAL AND EMERGENCY.

- A state agency must file each year a schedule of its regular meetings with the Secretary of the State. A town or city agency must file each year a schedule of its regular meetings with the clerk of the town or city. A multi-town district or agency must file each year a schedule of its regular meetings with the clerk of each municipal member of the district or agency. A special meeting may be called up to 24 hours (excluding weekends, holidays, and days on which the office of the Secretary of the State or municipal clerk, as the case may be, is closed) before the time set for the meeting. A special meeting is called by filing a notice stating the time, place and business to be transacted.

- A state agency files this notice with the Secretary of the State; a local agency files this notice with the municipal clerk; a multi-town district or agency files this notice with the clerk of each municipal member of the district or agency.

- An emergency meeting may be held without complying with the preceding notice requirements. However, the agency must file its minutes, including the reason for the emergency, within 72 hours (excluding weekends and holidays) of the meeting with the Secretary of the State if a state agency; or with the municipal clerk if a local agency; or with the clerk of each municipal member if a multi-town district or agency.

III. YOU ARE ENTITLED TO RECEIVE A COPY OF THE NOTICE AND AGENDA OF A
MEETING.
- An agency is required to send a notice of its meetings, where practicable at least 1 week prior to the meeting date, to any person who has made a written request. The agency may establish a reasonable charge for this service.
- Each agency must make available its agenda for each regular meeting at least 24 hours before the meeting to which it refers. New business not on the agenda may be considered and acted on only on a 2/3 vote of the members of the agency.

IV. AGENCY MINUTES AND RECORD OF VOTES MUST BE AVAILABLE TO THE PUBLIC.
- The minutes of each agency meeting must be made available to the public within 7 days of the session to which they refer in the agency's office if it has one; or, if none, in the office of the Secretary of the State for state agencies or in the municipal clerk's office for local agencies. In the case of special meetings, the 7 day period excludes weekends and holidays. The minutes must contain the record of each member's vote on any issue before the agency.
- The votes of each member on any issue must be put in writing and made available to the public within 48 hours, excluding weekends and holidays, of the meeting at which the votes were taken.
- The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session, except for job applicants who were interviewed.

V. CONDUCT OF MEETINGS
- In the event that any meeting of a public agency is interrupted by any person or group of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meetings, the members of the agency conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit such public agency from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the meeting.

EXECUTIVE SESSION
1. AN AGENCY MAY CLOSE TO THE PUBLIC CERTAIN PORTIONS OF MEETINGS BY A VOTE OF 2/3 OF THE MEMBERS PRESENT AND VOTING. THIS VOTE MUST BE CONDUCTED AT A PUBLIC SESSION.
   - Meetings to discuss the following matters may be closed: specific employees (unless the employee concerned requests that the discussions be open to the public); strategy and negotiations regarding pending claims and litigation; security matters; real estate acquisition (if openness might increase price); or any matter that would result in the disclosure of a public record exempted from the disclosure requirements for public records.
   - Any business or discussion in a closed session must be limited to the above areas.
   - The agency may invite persons to present testimony or opinions in an executive session, but their attendance must be limited to only the time necessary for that testimony or opinion.

PUBLIC RECORDS
1. MOST RECORDS OR FILES OF STATE AND LOCAL AGENCIES, INCLUDING MINUTES OF ALL THEIR MEETINGS, ARE AVAILABLE TO THE PUBLIC FOR INSPECTION OR COPYING.
   - This includes information or data which is typed, handwritten, tape recorded, printed, photographed or computer-stored.
   - Most inter-agency and intra-agency memoranda or letters.
II. RECORDS SPECIFICALLY EXEMPTED FROM DISCLOSURE BY FEDERAL LAW OR STATE STATUTE ARE NOT AVAILABLE TO THE PUBLIC.

- In addition, the following records may not be available to the public:
  
  some preliminary drafts or notes; personnel or medical files; certain law enforcement records, including arrest records of juveniles and some witness and victim identification information; records relating to pending claims and litigation; trade secrets and certain commercial or financial information; test questions used to administer licensing, employment or academic examinations; real estate appraisals and construction contracts until all of the property has been acquired; personal financial data required by a licensing agency; records relating to collective bargaining; tax returns and communications privileged by the attorney-client relationship; names and addresses of public school students; information obtained by illegal means; certain investigation records of reported misconduct in state government or names of state employees who report such misconduct to the state Attorney General or Auditors; certain adoption records; election, primary, referenda and town meeting petition pages, until certified; certain health authority complaints and records; certain educational records; certain records, when there are reasonable grounds to believe disclosure may result in a safety risk; and certain records, if disclosure would compromise the security or integrity of an information technology system. Also, records of personnel search committees need not be disclosed if they would identify executive level employment candidates without their consent.

III. YOU MAY INSPECT PUBLIC RECORDS DURING REGULAR OFFICE HOURS, BUT COPIES, PRINT-OUTS OR TRANSCRIPTS SHOULD BE REQUESTED IN WRITING.

- The fee for a copy of a public record from a state agency must not exceed 25¢ per page. The fee for a copy of a public record from a non-state agency must not exceed 50¢ per page. The fee for a computer disk, tape, printout or for a transcript, or a copy thereof, must not exceed the actual cost to the agency involved. The agency may also require the prepayment of these fees if their estimated cost is $10.00 or more. No sales tax may be imposed for copies of the public records requested under this Act.

- The agency is required to waive any fee for copies if the person requesting the copies is poor and cannot afford it; or if the agency determines that the request benefits the public welfare.

- There is an additional charge for a certified copy of a public record.

- You are entitled to prompt access to inspect or copy public records. If an agency fails to respond to a request within four business days, such failure can be treated as a denial of the request.

http://ct.gov/foi
MEMORANDUM

To: Newington Town Council
From: James E. Krupienski, Town Clerk (on behalf of Tanya D. Lane, Town Manager)
Date: January 3, 2019
Re: Town Council 2019 Budget Meeting Schedule

Attached, please see the tentative Town Council Special Meeting schedule to consider the FY 2019-20 Budget. The Council does not need to take action to schedule the special meetings but must vote to approve the dates of the two public hearings to be held during the budget session.

Pursuant to Section 805 of the Newington Town Charter, two public hearings must be held on the proposed budget for fiscal year 2019-20. The public hearings are tentatively scheduled for the following:

Tuesday, March 12, 2019 – 6:00 p.m. (Town Manager’s Proposed Budget)
Tuesday, April 2, 2019 – 6:00 p.m. (Town Council’s Proposed Budget)

The Special Meetings and Public Hearings will take place in the Town Hall, unless otherwise indicated.

A resolution to adopt the 2019 Public Hearing Budget Schedule will appear on the next agenda for adoption.

Attachment:
Draft 2019 Budget Meeting Schedule
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Place</th>
<th>Meeting</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Friday, March 1</strong></td>
<td></td>
<td></td>
<td></td>
<td>Council Receives Budget</td>
</tr>
<tr>
<td><strong>Monday, March 4</strong></td>
<td>7:00 p.m.</td>
<td>L-101</td>
<td>Special Meeting</td>
<td>Departmental Budget Reviews</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Overview of budget and budget procedures</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- General Government (Town Council, Town Manager, Courts, Elections, Finance, Town Attorney, Town Clerk/Records Administration, Personnel, General Services, Facilities Management, Information Technology)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Board of Education</td>
</tr>
<tr>
<td><strong>Tuesday, March 12</strong></td>
<td>6:00 p.m.</td>
<td>L-101 (or Council Chambers if needed for PH)</td>
<td>Public Hearing</td>
<td>Town Manager's Proposed Budget</td>
</tr>
<tr>
<td></td>
<td>7:00 p.m.</td>
<td></td>
<td>Regular Meeting</td>
<td>- Any Regular Council Business</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Departmental Budget Reviews</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>- Public Works (Engineering, Highway, Solid Waste)</td>
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<td></td>
<td></td>
<td>- Community Development and Improvements (Town Planner, TPZ, ZBA, Building Department, Conservation Commission, Economic Development Commission)</td>
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<td></td>
<td>- Health</td>
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<td>- Revenues</td>
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<td>- Insurance/Misc.</td>
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<td>- MDC</td>
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<td>- Employee Leave Liability</td>
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<td></td>
<td>- Special Revenue Funds/Other Funds</td>
</tr>
<tr>
<td><strong>Thursday, March 14</strong></td>
<td>7:00 p.m.</td>
<td>L-101</td>
<td>Special Meeting</td>
<td>Departmental Budget Reviews</td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td>- Public Safety (Fire, Police, Street Lighting, Emergency Management, EMS, Hydrants)</td>
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<td>- Human Services</td>
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<td>- Library</td>
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<td>- Senior and Disabled Center</td>
</tr>
<tr>
<td><strong>Tuesday, March 19</strong></td>
<td>7:00 p.m.</td>
<td>L-101</td>
<td>Special Meeting</td>
<td>Departmental/Budget Reviews</td>
</tr>
<tr>
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<td></td>
<td>- Parks and Recreation/Grounds</td>
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<td>- CIP</td>
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<td>- Debt Service</td>
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<td></td>
<td>- Equipment Reserve</td>
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<tr>
<td></td>
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<td></td>
<td>- Miscellaneous programs not previously discussed</td>
</tr>
<tr>
<td><strong>Monday, March 25</strong></td>
<td>7:00 p.m.</td>
<td>L-101 (or Council Chambers)</td>
<td>Special Meeting</td>
<td>Set Tentative Budget</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Regular Council Business</td>
</tr>
<tr>
<td><strong>Tuesday, April 2</strong></td>
<td>6:00 p.m.</td>
<td>L-101 (or Council Chambers)</td>
<td>Public Hearing</td>
<td>Town Council's Proposed Budget</td>
</tr>
<tr>
<td></td>
<td>7:00 p.m.</td>
<td></td>
<td>Special Meeting</td>
<td>- Changes to proposed budget, if needed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- Regular Council Business</td>
</tr>
<tr>
<td><strong>April 8 - 12</strong></td>
<td></td>
<td></td>
<td></td>
<td>School Vacation</td>
</tr>
<tr>
<td><strong>Tuesday, April 16</strong></td>
<td>7:00 p.m.</td>
<td>L-101 (or Council Chambers)</td>
<td>Special Meeting</td>
<td>Adopt Budget and Set Mill Rate</td>
</tr>
<tr>
<td><strong>Tuesday, April 23</strong></td>
<td>7:00 p.m.</td>
<td>L-101</td>
<td>Regular Meeting</td>
<td>Regular Agenda</td>
</tr>
</tbody>
</table>

*Per Charter §C-805: Within 20 days after holding the second public hearing, the Council shall complete its consideration of the budget and after making such modifications and amendments to said budget as it may deem advisable, it shall adopt the Town budget by a majority vote of all its members.*
RESOLVED:

That property tax refunds in the amount of $1,607.39 are hereby approved in the individual amounts and for those named on the “Requests for Refund of an Overpayment of Taxes,” certified by the Revenue Collector, a list of which is attached to this resolution.
### TAX REFUNDS – January 8, 2019

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Sleight</td>
<td>104 Lydall Road, Newington, CT 06111</td>
<td>$694.89</td>
</tr>
<tr>
<td>CCAP Auto Lease LTD</td>
<td>1601 Elm Street, Dallas, TX 75201</td>
<td>$192.31</td>
</tr>
<tr>
<td>Toyota Lease Trust</td>
<td>20 Commerce Way, Ste 800, Woburn, MA 01801-1057</td>
<td>$521.48</td>
</tr>
<tr>
<td>Ally Financial</td>
<td>Louisville PPC, PO Box 9001951, Louisville, KY 40290-1951</td>
<td>$195.32</td>
</tr>
<tr>
<td>Joan Kassebaum</td>
<td>25 Cottonwood Road, Newington, CT 06111</td>
<td>$3.39</td>
</tr>
</tbody>
</table>

**TOTAL** $1,607.39
RESOLVED,

That the Newington Town Council, in accordance with CGS §1-200(6)(D) hereby moves to go into Executive Session, and invites the Town Council members, the Mayor, and Tanya D. Lane, Town Manager, to discuss Real Estate - Possible Acquisition.

MOTION BY: ________________________
SECONDED BY: _____________________
VOTE: _____________________________