

**Town of Ridgefield Form of Government Committee
Approved Meeting Minutes
Monday, November 4, 2024 – 7:00 PM
Town Hall Conference Room – 400 Main Street**

RECEIVED
NOV 19 2024
9:17 AM
BY TOWN CLERK'S OFFICE
RIDGEFIELD CT

1. Call to order

The Form of Government Committee meeting convened at 7:00 PM on Monday, November 4, 2024 in the Town Hall Annex main conference room.

Members present: Laurie Christiansen, Michael Rettger, Charles Robbins, Jonathan Seem, Dennis Tracey, Steve Zemo, Todd Zagorec, Robert Hendrick, Rachel Sondheimer

Members absent: None

Others Participating: None

2. Public Comment

There were no comments from the public.

3. Meeting Minutes

Motion to approve the minutes of the October 21, 2024 meeting by Mr. Tracey, seconded by Mr. Zemo. All in favor

4. Old Business

Committee Operations

Mr. Zagorec confirmed that all members have completed their oath of service requirement and are set up with town emails. Town IT is supportive of the committee's use of DropBox for document sharing, and is looking into budget funding for the needed license. Zoom is now in use as of this meeting.

Communications

Mr. Seem reviewed his suggested list of community organizations to contact for informational outreach and his draft slide deck for use in outreach meetings. Members offered suggestions regarding the presentation and discussed how it would be used to solicit input and encourage engagement. Members also suggested setting up an outreach presentation for town department heads and with other town entities like BOE and the Police Department.

Ms. Christiansen will prepare a second draft of the presentation based on members' input, for review at the next committee meeting.

Members volunteered to make contact with the following organizations to offer an information session on the committee's focus and workplan:

Men's Club – Ms. Christiansen

Rotary Club – Mr. Seem

League of Women Voters – Ms. Christiansen

Downtown Merchants Association – Mr. Robbins

Chamber of Commerce – Mr. Robbins

Women's Club – Ms. Christiansen

Town/First Selectperson – Mr. Zagorec

School PTA Groups – Mr. Rettger

5. 2025 Meeting Schedule

Motion to set the committee meeting calendar for 2025 as the first and third Monday of each month, unless the Monday falls on a holiday, in which case that meeting will be skipped. Motion by Mr. Seem, seconded by Mr. Rettger. All in favor.

6. Committee Work Plan

The members discussed scheduling interviews with the members of the Board of Selectpersons and with the Town Clerk. *Mr. Zagorec will reach out to the individuals to begin getting them on the committee's meeting calendar as schedules permit.*

Mr. Zagorec reviewed the responses he had received from CCM, WestCOG, and COST. *He will reach out to the organizations to invite them to make presentations at upcoming committee meetings as schedules permit, with a goal to have these sessions over the next several meetings if possible.*

The members reviewed the list of towns to contact to arrange committee interviews. It was suggested that Simsbury be added to the planned contact list as it is similar in size and demographics to Ridgefield and recently went through a change in government. *The list will be reviewed again at the next meeting.*

The members reviewed and discussed proposed interview questions to be provided to BOS members and to the intergovernmental groups in advance of the planned interviews. *Mr. Hendrick offered to develop a second draft of the BOS questions based on members' feedback.*

Members discussed developing systematic ways to capture the results of the planned interviews, to facilitate documentation and development of committee analyses.

7. Future Agendas

Members suggested the following topics be included in the next meeting agenda:

- set dates for planned public hearings
- review the list of towns to be researched by the committee and set initial work team assignments
- review the meeting schedule for January to determine if a second committee meeting should be scheduled in light of the conflict with the MLK holiday on January 20.

8. Adjournment

Motion to adjourn at 9:10pm by Mr. Zemo, seconded by Mr. Seem. All in favor.

Next meeting November 18, 7:00 pm.

Respectfully Submitted by
Michael Rettger