

The Wethersfield Historic District Commission held a Public Hearing on January 22, 2008 in room F-3 at the Pitkin Community Center, 30 Greenfield Street, Wethersfield, Connecticut.

Members Present: Robert Garrey, Chairperson (arrived at 7:35PM)
Eric Hart, Vice Chairperson
John Maycock, Clerk
Gary McLeod
Bette Botticello, Alternate
Mark Raymond, Alternate

Members Absent: Susan O'Brien
Paul Camarco, Alternate

Also Present: Kristin Stearley, Historic District Coordinator

Commissioner Hart, Vice Chairperson, called the meeting to order at 7:33PM, and read the opening comments. No Legal Notice was given since no applications were on the agenda to be heard during the meeting.

APPROVAL OF MINUTES OF: January 8, 2008

Upon motion by Commissioner Maycock, seconded by Commissioner Hart and a poll of the Commission, the minutes of the January 8, 2008 meeting were approved without objection.

OTHER BUSINESS

Public comments on general matters of the Historic District

None.

Report of the Historic District Coordinator

Kristin Stearley advised the commissioners that the Traditional Building Show is scheduled for March 12-15 in Boston.

Ms. Stearley also stated that the Preserve America meeting is scheduled for February 13, 2008.

CORRESPONDENCE

None.

FOI Training

Tom Hennick conducted an overview of the FOI act and provided tools to help the commission in handling FOI inquiries. He stated FOI is about access to public meetings and public records. He covered the major aspects of the law.

Access to Meetings

A meeting occurs every time commissioners gather to conduct HDC business. The act requires that all meetings be posted, open to the public, and be recorded through minutes. There are three types of meetings: Regular, Special, and Emergency.

- A schedule of Regular meetings must be available by each January.
- Special meetings may be scheduled outside the regular schedule, and notice of the meeting must be posted.
- No notice is required for an Emergency meeting, but the reason for the meeting must truly be an emergency. Minutes of Emergency meetings must be available within 72 hours of the meeting.

All meetings are open to the public. The public may record and/or video tape meetings. The commission has the right to designate where tape and video equipment may be stationed during the meeting. The law does not specify that the public has the right to speak at meetings. Public comment can be limited.

Exceptions to what may be considered a meeting include:

- Discussion of Collective Bargaining Agreements.
- Caucuses.
- Discussion of Personnel searches.
- Social gatherings.

Executive Session

The FOI law states that a two-thirds vote is needed to convene an Executive Session. The minutes must reflect the specific reason why the Executive Session was called. Reasons include:

- Personnel.
- Litigation.
- Security.
- Discussion of the sale or lease of property.

Meeting Minutes

Minutes must reflect attendees, and a general mention of what was discussed. A transcription of the meeting can be done upon request. Minutes must be available within seven (7) calendar days. A record of all votes must be available within 48 hours.

Discussion or deliberation of any business should not be done via computer or telephone.

Site visits are considered public meetings. If the property owner does not wish to allow the public on the property, the site visit cannot be done.

Records

All records pertaining to commission business are available to the public, although the law allows for some exemptions, exclusions, and exceptions.

Requests for copies of documents must be responded to within four (4) business days. Records must be provided "promptly" and "without undue delay". The requestor can be charged up to \$.50 per page. Payment in advance can be requested if the charge is greater than \$10.00.

ADJOURNMENT

Upon motion by Commissioner Garrey and seconded by Commissioner Maycock and a poll of the Commission, it was unanimously voted to ADJOURN the meeting at 8:40PM.

Aye: Garrey, Hart, Maycock, McLeod, Botticello

Respectfully Submitted
TOWN OF WETHERSFIELD
HISTORIC DISTRICT COMMISSION

John Maycock
Clerk