

**EAST WINDSOR HOUSING AUTHORITY SPECIAL MEETING
JUNE 27, 2016 MINUTES**

1. CALL TO ORDER AND ATTENDANCE

The meeting was called to order at 7:00 p.m. by Chairman J. Burnham, Commissioners L. Calsetta, A. Chamenko, E. LeBorious, and M. DeSousa were present.

2. MEETING MINUTES:

A. Regular Meeting May 16, 2016

The minutes of the Regular Meeting of May 16, 2016 were reviewed by all Commissioners present. Commissioner LeBorious made motion, 2nd by Commissioner DeSousa, to approve the minutes as presented. All in favor - Motion carried.

3. PUBLIC COMMENT –

Viola A. 25 Park Hill – Viola shared a letter regarding her refrigerator with the commissioners.

4. LEGISLATIVE BILLS AND COMMUNICATIONS

A. 2015 Annual Drinking Water Report & CCR
Attached as exhibit A

5. FINANCIAL REPORTS – May 2016

Motion made to acknowledge financials, motion carried

6. REPORT OF THE BOARD OF SELECTMEN – None

7. REPORT OF THE TENANT ASSOCIATION – Jeanne Swicklas, Treasurer

Jeanne read the minutes of the June 14, 2016 meeting (Hereto attached as Exhibit B).

8. REPORT OF THE RSC

Hereto attached as Exhibit C

9. REPORT OF THE EXECUTIVE DIRECTOR

Hereto attached as Exhibit D – Executive Director Collins did discuss with the board the situation with a failed refrigerator.

10. POLICIES AND PROCEDURE - None

11. UNFINISHED BUSINESS

A. Horseshoe Pit –

John K – 30 Park Hill – gave an update on the status of the horseshoe pit.

Motion made by Commissioner Calsetta, 2nd by Commissioner LeBorious to approve the horseshoe pit once all insurance requirements are met. All in favor – motion passed.

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12. NEW BUSINESS

A. L. Calsetta – FOI & Roberts Rules – Commissioner Calsetta reported on a training she attended regarding FOI & Roberts Rules (Hereto attached as Exhibit E)

B. 2014/2015 & 2015/2016 Audit – Executive Director recommended they use Maletta & Co. for the pending audit on the previous 2 fiscal years. Commissioner DeSousa would like to have Maletta & Co do this audit as they have done our previous audit so they may follow up on suggestions they made. Motion made by Commissioner DeSousa, 2nd by Commissioner Chamenko, to use and pay – not to exceed \$5000.00 - Maletta & Co for our upcoming audit. All in favor - motion carried.

C. 2016/2017 Management Plan – Executive Director Collins discussed the 2016/2017 Management Plan and base rent increase. Motion made by Commissioner Burnham and 2nd by Commissioner LeBoriosis to accept the increase in base rent. In favor: Burnham, Chamenko, DeSousa, & LeBoriosis
Opposed – Calsetta Motion carried.

Motion made by Commissioner DeSousa and 2nd by Commissioner Calsetta to accept the 2016/2017 Management Plan presented by Executive Director with no increases to some salaries. All in favor – motion carried.

13. Public Comment –

Commissioner LeBoriosis asked Viola if she had food. Viola responded that yes she did.

Jeanne S. 20 Park Hill – Asked if Darrell has been going around and spraying the foundations for ants.

14. Suggestion Box – None

15. Executive Session

A. Personnel Matter – M. Provencher

ADJOURNMENT

Motion to adjourn at 8:45pm duly made and approved.

Respectfully submitted,

Marisa Prior

Recording Secretary

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Exhibit A

2015 Annual Drinking Water Quality Report
East Windsor Housing Authority

Broad Brook, CT
PWSID #CT470071

We're pleased to present to you our Annual Drinking Water Quality Report, also known as the Consumer Confidence Report. This report, a requirement of the 1996 amendments to the Safe Drinking Water Act, is designed to inform you about the quality water and services we deliver to you every day. Our constant goal is to provide you with a safe and dependable supply of drinking water. We want you to understand the efforts we make to continually improve the water treatment process and protect our water resources. We are committed to ensuring the quality of your water.

Water Source

Our water comes from two 250-foot, drilled, groundwater wells located on premises. We have no secondary water source. Our daily water production averages around 715 gallons, with an estimated yearly withdrawal of 260,000 gallons. The capacity of our storage tank is 10,000 gallons. We maintain less than one mile of water main and our system serves a population of 84 residents through 84 service connections. Our certified lab is Vallid Labs.

We do not require treatment at this time. Over the past year, our system underwent routine maintenance. Additionally, in March we replaced the booster pump and the control box. In July, we had the 10,000 gallon water holding tank drained and cleaned. Both tasks were performed by Aqua Pump. At this time, we do not have any projects scheduled in the near future. We currently do not have any regularly scheduled meetings, however, if you have any questions about this report or concerning your water system, please contact Linda Collins at telephone number 860-623-8467 or mailing address 1A Park Hill, Broad Brook, CT 06016-0451. We want our valued customers to be informed about their water system.

Source Water Protection

Source water is untreated water from streams, rivers, lakes, or underground aquifers that is used to supply public drinking water. Preventing drinking water contamination at the source makes good public health sense, good economic sense, and good environmental sense. You can be aware of the challenges of keeping drinking water safe and take an active role in protecting drinking water. There are lots of ways that you can get involved in drinking water protection activities to prevent the contamination of the ground water source. Dispose properly of household chemicals, help clean up the watershed that is the source of your community's water, attend public meetings to ensure that the community's need for safe drinking water is considered in making decisions about land use. Contact our office for more information on source water protection, or contact the Environmental Protection Agency (EPA) at 1.800.426.4791. You may also find information on EPA's website at <http://cfpub.epa.gov/safewater/sourcewater/>.

A source water assessment report was recently completed by the Connecticut Department of Public Health, Drinking Water Division. The completed Assessment report is available for access on the Drinking Water Division's web site: http://www.ct.gov/dph/cwp/view.asp?a=3139&q=398262&dphNav_GID=1824. The assessment found that this public drinking water source has a **high** susceptibility to potential sources of contamination. Additional source water assessment information can be found at the Environmental Protection Agency's website: <http://cfpub.epa.gov/safewater/sourcewater/>.

Water Quality

East Windsor Housing Authority routinely monitors for contaminants in your drinking water according to Federal and State laws. The following table shows any detection resulting from our monitoring for the period of January 1st to December 31st, 2015. It's important to remember that the presence of these contaminants does not necessarily pose a health risk.

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Unregulated Contaminants (contaminants with a health advisory)				
Contaminant	Level Detected	Unit Measurement	DWEL	Likely Source of Contamination
Chloride (2/12/13)	8.21	ppm	250	Erosion of natural deposits, Storm water runoff containing road salt
Sodium (2/12/13)	5.9	ppm	28	Erosion of natural deposits, urban storm runoff
Sulfate (2/12/13)	24.5	ppm	250	Erosion of natural deposits, urban storm runoff

Note: The state allows us to monitor for some contaminants less than once per year because the concentrations of these contaminants do not change frequently. Not all contaminants are tested for every year due to monitoring waivers and therefore we must use the most recent round of sampling. Some of our data is more than one year old, however, is limited to no older than 5 years.

Units:

Parts per million (ppm) or Milligrams per liter (mg/l) - one part per million corresponds to one minute in two years or a single penny in \$10,000.

Parts per billion (ppb) or Micrograms per liter - one part per billion corresponds to one minute in 2,000 years, or a single penny in \$10,000,000.

Picocuries per liter (pCi/L) - picocuries per liter is a measure of the radioactivity in water.

Micrograms per Liter (µg/l) - a measure of radioactivity in water.

Millirems per year (mrem/year) - a measure of radiation absorbed by the water.

Nephelometric Turbidity Unit (NTU) - nephelometric turbidity unit is a measure of the clarity of water. Turbidity in excess of 5 NTU is just noticeable to the average person.

Definitions:

Action Level (AL) - the concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Treatment Technique (TT) - A treatment technique is a required process intended to reduce the level of a contaminant in drinking water.

Million Fibers per Liter (MFL) - million fibers per liter is a measure of the presence of asbestos fibers that are longer than 10 micrometers.

Maximum Contaminant Level (MCL) - The MCL is the highest level of a contaminant that is allowed in drinking water. MCLs are set as close to the MCLGs as feasible using the best available treatment technology.

Maximum Contaminant Level Goal (MCLG) - The MCLG is the level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs allow for a margin of safety.

Drinking Water Equivalent Level (DWEL) - A lifetime exposure concentration protective of adverse, non-cancer health effects, that assumes all of the exposure to a contaminant is from a drinking water source.

Maximum Residual Disinfectant Level (MRDL) - The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG) - The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Running Annual Average (RAA) - The average of all monthly or quarterly samples for the last year at all sample locations.

Non Detect (ND) - The contaminant was not detected.

Not Applicable, Not Established (N/A)

IMPORTANT INFORMATION:

Lead - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits.

Health Effects Statement: Infants and children who drink water containing lead in excess of the action level could experience delays in their physical or mental development. Children could show slight deficits in attention span and learning abilities. Adults who drink this water over many years could develop kidney problems or high blood pressure.

Copper - Major Sources in Drinking Water: Corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

Health Effects Statement: Copper is an essential nutrient, but some people who drink water containing copper in excess of the action level over a relatively short amount of time could experience gastrointestinal distress. Some people who drink water containing copper in excess of the action level over many years could, suffer liver or kidney damage. People with Wilson's Disease should consult their personal doctor.

Antimony: Some people who drink water containing antimony well in excess of the MCL over many years could experience increases in blood cholesterol and decreases in blood sugar.

Fluoride: Fluoride levels must be maintained between 1-2 ppm, for those water systems that fluoridate the water.

Lead/Copper: Action levels are measured at consumer's tap. 90% of the tests must be equal to or below the action level; therefore, the listed results above have been calculated and are listed as the 90th percentile.

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Nitrate: *Because we detected Nitrate at a level over 5 ppm, we are required to include the following language: Nitrate in drinking water at levels above 10 ppm is a health risk for infants of less than six months of age. High nitrate levels in drinking water can cause blue baby syndrome. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity. If you are caring for an infant you should ask advice from your health care provider.*

Turbidity: *Turbidity has no health effects. However, turbidity can interfere with disinfection and provide a medium for microbial growth. Turbidity may indicate the presence of disease-causing organisms. These organisms include bacteria, viruses, and parasites that can cause symptoms such as nausea, cramps, diarrhea, and associated headaches.*

As you can see by the table, our system had no drinking water quality violations. We're proud that your drinking water meets or exceeds all Federal and State requirements. The EPA has determined that your water IS SAFE at these levels.

All drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the Environmental Protection Agency's Safe Drinking Water Hotline at 1-800-426-4791.

For most people, the health benefits of drinking plenty of water outweigh any possible health risk from these contaminants. However, some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. EPA/Center of Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by cryptosporidium and other microbiological contaminants are available from the Safe Drinking Water Hotline (800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. We are responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for thirty (30) seconds to two (2) minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

We, at East Windsor Housing Authority, work hard to provide top quality water to every tap. Water is a limited resource so it is vital that we all work together to maintain it and use it wisely. We ask that all our customers help us protect and preserve our drinking water resources, which are the heart of our community, our way of life, and our children's future. Please contact us with any questions. Thank you for working together for safe drinking water.

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**Consumer Confidence Report
Certification Form**

Community Water System (CWS) Name: E. Windsor Housing Authority Town: Broad Brook PWS I.D. #: CT470071

The CWS indicated above hereby confirms that by July 1:

1. The Consumer Confidence Report has been distributed to customers;
2. Three (3) copies have been provided to the Department of Public Health;
3. One (1) copy has been provided to the Director of Health of each city, town, borough or district served.

System-specific details on distribution of the CCR to customers are outlined below. Please complete the following:

The CCR was distributed by mail or other direct delivery on June 17, 2016 Specify other direct delivery methods:

The CCR was provided to the following Director(s) of Health of each city, town, borough or district served by the CWS:
Michael Caronna 31 North Main St Enfield, CT 06082

The CCR was posted on the Internet* on _____, 20____; Website:

**Required for CWSs serving > 100,000*

Systems Utilizing Mailing Waiver:

Systems serving more than 500/less than 10,000 persons:

Published the CCR in the local newspaper(s). Attach a copy of the notice. List newspaper(s) and dates below:

Informed each customer the CCR will not be mailed. List methods of notification below:

Developed procedures to make reports available upon request. Specify below:

Systems serving fewer than or equal to 500 persons:

List methods used to inform customers the CCR will not be mailed (e.g., post notice in public places, attach list of locations):

Posted on Community Hall bulletin board, mailed to East Windsor Housing Authority Board of Commissioners

I certify that the information contained in the report is correct and consistent with the compliance monitoring data previously submitted to the CT Department of Public Health, Drinking Water Section.

Certified by: Name Darrell Barkley
(Print)
Name _____
(Signature Required)
Title Maintenance Supervisor
Phone # 860-623-8467 Date 6/17/2016

Return by August 9 to: CCR Coordinator
CT Department of Public Health
Drinking Water Section, MS #51WAT
P.O. Box 340308
410 Capitol Avenue
Hartford, CT 06134-0308

CCR

April 19, 2006

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Exhibit B

June 14, 2016

Tenants Association Meeting Minutes

Present at the meeting were as follows:

President Viola Andrews; Secretary Laverne Calsetta; Treasurer Jeanne Swickles.

Also present at the meeting were 16 Tenants.

President Viola started the meeting at 10:00 am. And asked the Secretary Laverne Calsetta to read last month minutes.

Secretary Laverne Calsetta read the minutes for May 10, 2016 and they were accepted as read.

Also present at our meeting was the Executive Director: Linda Collins; Assistant Executive director Marisa Prior; and our temporary RSC: Denise Menard.

Present Viola stated that the critical need water conversion write up was not included in our packet to the First Selectman. But was given a copy.

Treasurer Jeanne Swickles stated that the tree is growing. Also, talked about starting a volunteer club: writing letters to soldiers or give items for packages to send to them. The rotary club will pay for the postage. (a big thanks to Denise Menard for this).

President Viola invited Linda Collins, Marisa and Denise to our meeting.

Executive Director Linda Collins stated that Marisa and Denise are working very hard at the activities. Asked if the Tenant Association would get involved with some of the activities and to work with them.

Laverne stated that I would help with the activities and work with them.

Jeanne stated she would also work with them as much as she could.

The rest of the Tenants will discuss it and think it over. But I am sure that the office will get plenty of help from our Tenants.

Executive Linda Collins asked about the holiday party. Wanted to know if the Tenant Association wanted to get involved with the Holiday party. To figure out a way to spend less but still have a great party.

President Viola said seems like the parties are going down hill here. The band isn't as long as they were. There is less food. We need more food, more deserts. We can give our input. The party was always put on by the Housing Authority. Everything was supplied by them. The only thing we the Tenants contributed was the deserts.

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Joan asked about activities, when all the sheets are turned in. Are you going to ask for volunteers for certain activities? (Linda said she will let her know)

Present Viola stated that Jeanne idea to write to the Soldiers was a good idea.

Treasurer Jeanne asked about the results from the elections? (Linda stated they will be counted on June 23, 2016 at 10:30 am.

Treasurer Jeanne asked about access to phone numbers to be able to call them.

Executive Linda we do not give out numbers you can call the office and leave a message and we will call person. And leave them a message to call you back.

Viola closed the meeting at 10:35am.

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EXHIBIT C

**Resident Services Report
East Windsor Housing Authority**

June 2016

Executive Assistant Marisa Prior and I, as Interim Resident Services Coordinator (RSC), continue to provide services and programs to Park Hill's residents. The following monthly report was prepared by Denise.

Resident Activities

A steady stream of residents continue to attend the Tenant Association's Coffee Hour every Tuesday morning from 9-10 a.m. The Association also hosts a monthly pot luck supper. June's Strawberry Shortcake Social was held on June 11. An excellent time was had by all. Wednesday's Bingo from 1-3 p.m. continues to be enjoyed by approximately a dozen residents each week.

Chair Yoga has resumed with our new instructor on Thursdays from 4-5 p.m. This program continues to be popular with our residents. It is funded through a state funded grant for one year.

We have heard from many residents that they appreciate our monthly calendar which is delivered to every resident.

On June 14, we held a Flag Day celebration. Two high school students sang the Star Spangled Banner followed by discussion of a World War II novel with local author David Barnes. The weather cooperated with a beautiful day with approximately 16 residents participating.

Community Programs

The Visiting Nurse Association provides free monthly wellness clinics that include blood pressure and blood sugar screening as well as medical referrals if warranted. From January through June, forty residents have participated in this program.

A representative from the Town of East Windsor Social Services Department was at Park Hill on May 16th and June 13th to assist 24 residents with the Renters Rebate application. Rent verification letters were prepared by Marisa for our residents that are participating in this program.

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Upcoming Resident Programs

Approximately, every eight to twelve weeks, we have a hairstylist available in the Park Hill Community Hall to cut our residents' hair for a \$12.00 fee. Several of our residents participate and find it to be very affordable.

A survey of proposed activities and programs looking for residents' feedback, ideas, and suggestions was distributed to all of our residents on June 9. Feedback from the residents has been very positive and we have begun to receive completed surveys with some great ideas. We expect to have some new activities within the next couple of months.

Marisa and I met with the Director of Social Services about doing a series of 3 programs joint with the Senior Center. The programs will be related to SNAP, Connecticut's "Supplemental Nutrition Assistance Program". The theme for the programs is healthy eating on a budget.

Margaret Smith Hale, Director of Nutmeg Senior Rides is scheduled to speak on July 19 at 10 am about a transportation alternative for our residents over the age of 50.

The RSC office has also begun to contact East Windsor's emergency service providers regarding an emergency services program planned for October. We hope to host our police, fire, ambulance, fire marshal and a health district representative for an informational event for our residents.

Finally, in addition to wellness checks and referrals to services by the RSC office, the resident files in the office are being updated. The RSC will begin contacting residents with out of date files.

Reporting Requirements

The RSC is currently updating the Department of Economic & Community Development Quarterly Report for State of Connecticut for the quarter that will include April-May-June. Once completed it will be filed with the DOH with a copy included in next month's Board packet.

Respectively Submitted,

Denise Menard
Interim Resident Services Coordinator

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EXHIBIT D

EAST WINDSOR HOUSING AUTHORITY

Executive Director's Report

June 2016

Management-

TAG Associates is no longer affiliated with the Connecticut Housing Finance Authority to assist with the development or redevelopment projects for State Housing Authorities. Our CHFA Asset Manager has informed me that an alternative consulting firm will be assigned to us in the near future.

On June 14th and 15th I will be attending the second of three sessions of the "Housing Academy" sponsored by the Connecticut Housing Coalition. The academy is facilitated by financial and community development consultants who have experience with state funding programs and project design. The curriculum is relevant to our endeavors for developing the 7 acres and upgrades to Park Hill.

The Department of Housing has unofficially announced that the funding for the Resident Services Coordinator grant will be reduced approximately 8% for next fiscal year beginning July 1st 2016. A definitive notification should be released in the near future.

South/Phelps Road

The Town of East Windsor has sent six letters to the South/ Phelps Road homeowners who are delinquent on their land lease fees. Since my last report no additional payments have been received. Three homeowners have responded paying a total of \$336 in delinquent fees. We continue to communicate with the First Selectman and the Treasurer on this issue.

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Projects:

Water System

The Utility Superintendent from the Water Department recently informed me that he is currently working on a report for future options for supplying water to Park Hill and the 7 acres. Anticipated improvements to our current well water system include, approximately, \$20,000 for a new control panel, and \$6,000 for two new holding tanks and booster pumps.

Annual Apartment Inspections

I have completed the annual apartment inspections. There have been no serious concerns.

Other Matters-

Critical Needs Funding

The Connecticut Housing Finance Authority currently has a grant program available to Housing Authorities for “critical” upgrades that are considered a safety issue. An application for replacing the sidewalks will be submitted once the architect has completed the plans including a survey of the existing sidewalks. This has recently been completed.

Small Cities Grant Application

It is anticipated that notice of approved applications will be announced between July and October of 2016.

Vacancies

We are 100% occupied and no pending move outs.

Respectfully Submitted,

Linda Collins, Executive Director

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Exhibit E

Robert's Rules

Name of Motion	Interrupt	Second	Debatable	Amendable	Vote Required	Reconsidered	How stated
Privileged Motions: (1)							
1. To fix the time to adjourn	no	yes	no	yes	maj	yes	I move that we adjourn until [time] at [location].
2. Adjourn	no	yes	no	no	majority	no	I move we adjourn
3. Recess	no	yes	no	yes	majority	no	I move that we recess until [time or time period]
4. Raise a question of privilege	yes	no	no	no	none	no	I ask a question of privilege
5. Call for the orders of the day	yes	no	no	no	2/3(2)	no	I call for the orders of the day
Subsidiary Motions: (1)							-
6. Lay on the table	no	yes	no	no	majority	no	I move to lay the item on the table
7. Previous question	no	yes	no	no	2/3	yes	I move the previous question
8. Limit or extend debate	no	yes	no	yes	2/3	yes	I move that debate be limited to
9. Postpone to a certain time	no	yes	yes	yes	majority	yes	I move to postpone the discussion to
10. Refer to a committee	no	yes	yes	yes	majority	yes	I move to refer to [name] committee

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Name of Motion	Interrupt	Second	Debatable	Amendable	Vote Required	Reconsidered	How stated
11. Amend	no	yes	yes	yes	majority	yes	I move to amend the motion by[see three forms of amendment]
12. Postpone indefinitely	no	yes	yes	no	majority	aff. (3)	I move to postpone indefinitely
13. Main Motions	no	yes	yes	yes	majority	yes	I move.....
Motions that Bring a Question Again Before the Assembly:							
Reconsider	yes	yes	yes(4)	no	majority	no	I move to reconsider the vote on
Discharge a committee	no	yes	yes	yes	maj. or 2/3(5)	negative(6)	I move to discharge the committee
Rescind	no	yes	yes	yes	maj. or 2/3(5)	negative(6)	I move to rescind.....
Take from the table	no	yes	no	no	majority	no	I move to take from the table.....
Incidental Motions:							
Point of Information	yes	no	no	no	no vote	no	Point of information
Parliamentary inquiry	yes	no	no	no	--	--	Parliamentary inquiry
Division of the assembly	yes	no	no	no	no vote	no	I move for a division.
Division of a question	no	yes	no	yes	majority	no	I move for division of the motion

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Name of Motion	Interrupt	Second	Debatable	Amendable	Vote Required	Reconsidered	How stated
Withdraw a motion	no	yes	no	no	majority	negative(6)	I move for permission to withdraw the motion
Objection to consideration	yes	no	no	no	2/3	negative(6)	I object to consideration of this motion
Suspend the rules	yes	yes	no	no	2/3	no	I move to suspend the rules so that
Appeal from the chair's ruling	yes	yes	yes	no	maj. or tie	yes	I appeal the chair's decision
Point of order	yes	no	no	no	no vote	no	I rise to a point of order

Note 1: In order of precedence.

Note 2: Must be enforced on the demand of one member unless it is set aside by a two-thirds vote.

Note 3: Only an affirmative vote may be reconsidered.

Note 4: The motion to reconsider is debatable only if the motion to be reconsidered is itself debatable.

Note 5: Requires either a simple majority (with prior notice), or a two-thirds vote, or a majority of the entire membership.

Note 6: Only a negative vote may be reconsidered.

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NOTICE OF MEETINGS

Type	Notice	Agenda/ Notice Contents	Adding to Agenda/ Notice	Filing Record of Votes	Filing Minutes
Regular	File yearly schedule with Sec'y Of State (state) or Town Clerk (municipal) by Jan. 31 st ***	Agenda available at least 24hrs. before meeting. **	Agenda items may be added by 2/3 vote of those members present and voting.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 calendar days after meeting.***
Special	At least 24 hrs. before meeting, file at Sec'y Of State (state) or Town Clerk (municipal).*	At least 24 hrs. before meeting. Time, place and business must be included in notice.*	Not permitted	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 7 business days after meeting.***
Emergency	None required if emergency is justified.	None required if emergency is justified.	Only emergency matters may be considered.	Within 48 hrs. after meeting (if minutes not available within 48 hours).	Within 72 hrs. after meeting. Must state reason for emergency.***

* Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on agency website.

** Available with Sec'y Of State (state) or Town Clerk and in place of business. Also, must be posted on websites for state agencies only.

***Must be posted on agency website for state agencies only.

6/10/2016