

Halls Road Improvements Committee Minutes  
November 12, 2015

Present: BJ Bernblum, Bud Canady, Mike D'Occhio, Lindsay Eisensmith, Jim Graybill, Frank Morelli, Michael Perks, First Selectwoman Bonnie Reemsnyder;  
Absent: Diane Birdsall, Michael Lech

First Selectwoman convened the meeting at 5:06PM

**Introductions for First Meeting:**

Members introduced themselves and discussed the reasons for their interest in serving on this committee. Michael Lech sent a letter addressed to the committee, which was read by Bonnie Reemsnyder, as he was not able to attend.

**Review Charge of Committee**

The First Selectwoman gave a brief history of the interest in Halls Road, how the idea of improvements came to the Board of Selectmen and the process that the BOS went through to form the committee. She noted that there were many more applicants, but the limited number on the committee was to assure that they were not bogged down from accomplishing action. She encouraged the committee to consider forming sub-committees that might utilize the individuals who were not appointed and other stakeholders. All agreed that it was important to identify and communicate with any and all stakeholders identified through the process. The charge of the committee was reviewed and discussed, with several comments and questions from the committee. There was discussion about electing a chair and a secretary to develop minutes for the meetings. It was agreed that the committee needed to get to know one another before selecting a chair.

**Review FOI Requirements**

First Selectwoman reviewed Freedom of Information Act requirements, noting that all meetings must be held in public, agendas must be posted at least 24 hours in advance, minutes must be provided to the Town Clerk within 48 hours, and a schedule of meetings for 2016 should be submitted in December to the Town Clerk, which would make them all regular meetings. She explained the difference between Regular meetings and special meetings and the impact on the agenda. Finally, she cautioned the members that, while conversations with constituents is helpful in assessing opinions and public input, committee business should not be conducted outside the public meeting format. There was also a discussion about any written documentation, which is all subject to FOIA, and should be considered public documents.

**Discuss Future Meetings Days/Times**

Received<sup>1</sup> 12/1/15  
Allen, J. Allen TC