



Guide to Boards, Commissions, & Committees

Town of Old Lyme



The contents of this document are meant to be instructional guides only and that if any of its terms conflicts with any state / federal statute or regulation or any Town of Old Lyme ordinance or regulation, the terms of the statute, regulation or ordinance shall prevail.

Rev 2b - 2024

Welcome

Thank you for your willingness to serve the Town of Old Lyme by volunteering for a board, commission, and/or committee (**B/C/C**). We rely on volunteers like you to handle very important work for the Town. Your dedication and commitment to ensuring that Old Lyme continues to be a welcoming place to live for all of our residents is appreciated by the Board of Selectmen, the Town staff, and our local business and community members.

Appointments

If you are interested in serving on a particular B/C/C you are encouraged to attend one or more meeting(s) and speak with the current members about responsibilities. Interested parties are then required to complete a *“Request for Appointment”* form available online on the Selectman’s Office website page under departments or the Board of Selectmen’s (**BOS**) webpage under Boards & Commissions. You can also pick up the form at the Town Hall in the First Selectman’s Office. The completed form must be submitted to the First Selectman’s office. It will be disseminated to the other selectmen and the chair of the B/C/C of interest.

Board and Commission members are either elected by registered voters or appointed by the BOS. Committee members are appointed by the BOS as needed. Minority representation is required on B/C/C and some require members to be electors in Old Lyme. There are some B/C/C that may have other qualifications required as well.

Excerpt from Connecticut State Statute §9-167-a:

Sec. 9-167a Minority representation. (a) (1) Except as provided in subdivision (2) of this subsection, the maximum numbers of members of any board, commission, legislative body, committee or similar body of the state or any political subdivision thereof, whether elective or appointive, who may be members of the same political party, shall be as specified in the following table:

Minority Representation

Total Membership	Maximum from One Party
3	2
4	3
5	4
6	4
7	5
8	5
9	6
More than 9	Two-thirds of total membership

You can find a B/C/C's charge in the Town Clerk's office or by visiting the Town website and viewing the member listing. The software we use to track appointments also displays certain tasks and the structure determining the group's duration, number of members and the length of terms. The Town Clerk's office keeps a record of vacancies.

The majority of the BOS appointments and reappointments are made in **January** of each year. Existing members whose terms are due to expire will receive an email from their chair asking them if they are interested in being reappointed. If they are, they will be asked to fill out a "request for appointment" form so we have the most current contact information on file. If not, then we ask for a **resignation letter** to be sent to the First Selectman and the B/C/C chair stating their intention not to continue. The BOS tries to balance members' preferences with the need to provide a sense of continuity and the opportunity for others to serve.

In general, all nominees should be well qualified and willing to take the responsibility of the appointment seriously. Said persons will keep the interest of the residents of Old Lyme foremost in all their deliberations. All appointments must abide by the minority representation guidelines and Connecticut State Statutes.

Those who are officially appointed to a B/C/C will receive an email from the First Selectman's office confirming the appointment. Before they can conduct official business, be seated or vote at a meeting, all appointees must be sworn into office by the Town Clerk and must agree to abide by the Town's Code of Ethics.

The First Selectman's office maintains contact information for all B/C/C members. Please notify selectmansoffice@oldlyme-ct.gov with corrections or changes. Any member of a B/C/C may resign from serving for any reason. In order for that resignation to be effective, however, such member must submit a **signed letter of resignation** to the First Selectman. This can be emailed, cc'ing the B/C/C chair. We appreciate as much advance notification of a resignation as possible.

Responsibilities of Members

It is expected that B/C/C members will be active participants in their assigned role on their B/C/C. Members of the B/C/C have as much responsibility as the chair in making sure a meeting is successful. Moreover, they have as much invested as the chair when it comes to making decisions. The responsibilities of being a member start with being **familiar with parliamentary rules of the most current** Robert's Rules of Order, allowing and supporting the Chair in facilitating the meeting, and participating. The Town Clerk's office has a copy of Robert's Rules for review. Members also **need to be cognizant of the requirements of the Connecticut Freedom of Information Act (FOIA)**, particularly as to the definition of 'public meeting' and the limitations on communications to and among members of the B/C/C outside of a regular or special meeting.

The Connecticut FOIA, codified in Title 1, Chapter 14 of Connecticut General Statutes is a state law passed in 1975 that has two basic requirements: 1) meetings of public agencies must be open to the public, and 2) records of public agencies are subject to disclosure and inspection by the public at large. "Any person" can file a FOIA request, including U.S. Citizens, foreign nationals, organizations, associations and universities.

There are additional opportunities for a member to be responsible for:

ADMINISTRATIVE:

Usually the B/C/C Clerk, Secretary, and Chair are invested in these responsibilities.

1. Agendas and Minutes
 - Notice of Meetings chart – page 13
 - Templates for agendas and minutes - page 14
2. Budget: setting, monitoring, reimbursements, invoice payments, etc. Know your account number(s) – ask Finance for yours. It should be on every transaction submitted to Town Hall for payment along with each line item written out.

The Finance Director will request an operating/capital budget proposal from most B/C/Cs annually. All budgets are reviewed by the BOS before being presented to the Board of Finance (**BOF**) for final approval. Then the budget is approved by the Annual Town Budget Meeting held in May.

Funds may not be expended or encumbered for the following fiscal year until the budget has been adopted by the BOF and at a Town Meeting.

The chair of the B/C/C can request a budget update report from the Finance Director to review and confirm all budget activity.

Any unanticipated costs or cost projections should be brought to the attention of the Finance Director and First Selectman as soon as they become known. Expenditures not approved in an Annual Budget can only be approved by the BOS to be sent to the BOF for an appropriation. This can only be done once per year. Expenditures over \$20K will require Town Meeting approval.

COMMUNICATION:

- Website and OnBoard2 content and updates – each B/C/C/ is responsible for the content being current on their website page and OnBoard2. All information should be sent into the selectmansoffice@oldlyme-ct.gov from the chair or designee.

The Town of Old Lyme's website provides immediate access to helpful resources. Each B/C/C is asked to provide information for their specific page(s). Content may include links to other websites (i.e. state and federal regulatory agencies), photos and maps. Permit application forms, board or commission publications and clear instructions should also be available online. For assistance contact the current Executive Assistant to the First Selectman.

No B/C/C can create a Facebook page without consent from the First Selectman. No volunteer can have a Facebook page with a Town seal or in any way attempt to represent the Town. If you make comments on your own personal Facebook page regarding Town issues, you must note that they are your personal opinions and you are not speaking on behalf of your B/C/C/ or the Town of Old Lyme.

- *Events Magazine*: Submitting to Old Lyme *Events Magazine* – This is a FREE quarterly publication that goes to every household in Old Lyme – a deadline schedule for submissions is emailed out to the Chairs at the B/C/C Town email along with periodic reminders.
- e-newsletter: If you wish to submit an item of information for the First Selectman's e-Newsletter, (which is distributed weekly each Friday), please have information to the Selectman's office by Wednesday for consideration.
- Annual Town Report: Preparing a summary for the Annual Town Report – The Board of Finance publishes and presents this report at the Annual Town Meeting in January. The summary your B/C/C submits should cover the fiscal year (July 1st to June 30th) and be emailed to the AnnualTownReport@oldlyme-ct.gov along with any photos or documents you'd like included by August 1st.

ATTENDANCE:

- Showing up at B/C/C/ meetings is important. Please notify the B/C/C chair in advance of an anticipated absence. Each meeting room is set up with remote options to attend meetings. If other obligations make regular attendance difficult or impossible, please consider resigning to make room for a volunteer whose schedules will permit active membership.
- Being prepared for meetings includes reviewing past meeting minutes before the meeting, helping to create reports and meeting materials, and being involved in the meeting discussion. Deliberations are vital for B/C/C's to be effective in Town Government.

Election of Officers:

Rules regarding the election of officers to elected boards may be stipulated in state statutes. If not covered by state or local ordinance, election of officers should take place at the first meeting of the year after new appointments are made. Notification of the election results should be made in writing to the First Selectman and should be included in the minutes of that meeting submitted to the Town Clerk. Chairs should make sure that the changes have been reflected on the Town's website.

Freedom of Information Act Highlights

What is a meeting?

“any hearing or other proceeding of a public agency, any convening or assembly of a multi-member public agency, and any communication by or to a quorum of a multi-member public agency, whether in person or by means of electronic equipment, to discuss or act upon a matter over which the public agency has supervision, control, jurisdiction or advisory power” Connecticut General Statutes §1-200(2).

Requirements regarding the posting of meeting schedules, agendas and minutes are stipulated by the Freedom of Information Act (**FOIA**). The FOIA rules are enforceable by the FOI Commission and apply to all duly elected and appointed boards and commissions, including ad hoc or other temporary committees that may be formed by the boards and commissions.

Phone calls between a quorum of the members, or emails, including email polling among board members concerning board business may constitute a “meeting” under FOIA, and the Freedom of Information Commission can impose sanctions if such a meeting occurs without the timely posting of an agenda and minutes and without having been open to public access. **Be careful not to send emails to the whole group discussing B/C/C business and do not hit “reply all” to such messages.**

Why are meeting minutes important?

- Create a historical record
- Show progress over time
- Offer legal protection for the organization
- Adhere to local bylaws
- Explain why a decision was made
- Serve as a reminder of assignments or projects
- Act as evidence of deadlines
- Inform members who were unable to attend

Meeting Schedule: Each individual B/C/C determines their own meeting schedule. The Chairman or Secretary of each B/C/C shall file Notice of the annual schedule of regular meetings with the Town Clerk annually, 30 days in advance of the first meeting of the year, but no later than January 31. The schedule must be submitted to minutes@oldlyme-ct.gov as a pdf in December.

As a matter of best practice, the schedule of meetings often includes the month of January in the following year, so as to be set up for a regularly scheduled meeting to keep things moving forward without a glitch. We also ask that you cc or submit your meeting schedule to the selectmansoffice@oldlyme-ct.gov to be put on the Town website calendar

as well as reserve your meeting space. Please get your meeting schedules in soonest as the meeting rooms book up quickly.

Meetings must be properly and publicly noticed, and agendas must be posted at least 24 hours before the meeting to which it refers. If you don't comply with this for in-person meetings, you cannot hold the meeting. Items may be added to the agenda at a regular (but not a special) meeting via 2/3 vote.

Regular Meeting Agendas: Regular meeting agendas must be available at least 24 hours before the meeting. If you don't comply with this, you cannot hold the meeting. Agenda items may be added during a regularly scheduled meeting with a 2/3 vote of members present. (*see Gen. Stat. 1-22a*)

Notice of Special Meetings: Special meetings are meetings that are not on the schedule of regular meetings filed with the Town Clerk each year. Special meeting agendas must be filed with the Town Clerk at least 24 hours before the meeting via minutes@oldlyme-ct.gov as a pdf document. Agendas must be available at least 24 hours before the meeting with time, place (including virtual/remote information) and business included in the notice. It must be posted (*we like to post on the Town website as well as*) on the Town Clerk's bulletin board. If you do not comply with this, you cannot hold the meeting. The adding of agenda items is not permitted at special meetings. (*see Gen Stat 1-225 (d)*).

Special Meeting Agendas: Special meeting agendas must be available at least 24 hours before the meeting. The agenda **cannot** be changed during a Special Meeting.

All agendas must be submitted to minutes@oldlyme-ct.gov as a pdf document.
We request that you send agendas in giving the Town Clerk's Office more than 48 hours to post.

Since COVID-19, virtual/remote options have become commonplace for meetings. However, if you include this option, which the Town of Old Lyme is working towards for all B/C/C meetings, the **virtual/remote option** to your meeting must be available not less than **48 hours** before the meeting.

Best practices: We want to include the virtual/remote option on the agendas and have the agenda up and posted 48 hours out.

Town of Old Lyme Specific

When you need to add a special meeting or use a meeting room:

1. Look on the Town website calendar - select an open date, confirm one of the meeting rooms is available (the Meeting Hall, Mezzanine Conference Room and American Legion Room are available in the Town Hall and are all equipped with remote access).

2. Call or email the Selectman's office to reserve the room and place your meeting date on the website calendar.
3. Send the agenda to the Town Clerk's office via minutes@oldlyme-ct.gov. When they receive your agenda, if the meeting date is on the calendar, they will link the agenda to the calendar and post it on the B/C/C's Agenda and Minutes Center.

Minutes of Regular and Special Meetings: Minutes for each meeting must be filed within seven (7) days following the meeting date. All minutes must be sent in a pdf document to minutes@oldlyme-ct.gov.

Record of Votes (ROV) Taken at Regular and Special Meetings: Records must be filed within 48 hours (excluding weekends and legal holidays) if the complete minutes are not filed within 48 hours. Records of votes must be sent to minutes@oldlyme-ct.gov as a pdf document. All ROVs must to be included in the minutes.

Sec.1-225. (Formerly Sec. 1-21). Meetings of government agencies to be public. Recording of votes. Schedule and agenda of certain meetings to be filed and posted on websites. Notice of special meetings. Executive sessions. (a) The meetings of all public agencies, except executive sessions, as defined in subdivision (6) of section 1-200, shall be open to the public. The votes of each member of any such public agency upon any issue before such public agency shall be reduced to writing and made available for public inspection within forty-eight hours and shall also be recorded in the minutes of the session at which taken. Not later than seven days after the date of the session to which such minutes refer, such minutes shall be available for public inspection and posted on such public agency's Internet web site, if available, except that no public agency of a political subdivision of the state shall be required to post such minutes on an Internet web site. Each public agency shall make, keep and maintain a record of the proceedings of its meetings.

Sec 1-225 (d) Any vote taken at a meeting during which any member participates by means of electronic equipment shall be taken by roll call, unless the vote is unanimous. The minutes of the meeting shall record a list of members that attended such meeting in person and a list of members that attended such meeting by means of electronic equipment.

Emergency Meetings: Notice to the Town Clerk of an emergency meeting or an advance posting of an agenda is not required if an emergency meeting is justified. Only emergency matters may be considered at the meeting.

Minutes for Emergency Meetings: Minutes must be filed within 72 hours (excluding weekend and legal holidays) following the meeting. The reason for the Emergency Meeting must be stated in the minutes. Minutes must be sent in a pdf format to minutes@oldlyme-ct.gov.

Records of Votes Taken at an Emergency Meetings: Records of votes must be filed within 48 hours (excluding weekends and legal holidays) if the complete minutes are not filed within 48 hours. Records of votes must be sent in a pdf format to minutes@oldlyme-ct.gov.

Executive Session: Used when discussing sensitive topics during a meeting to safeguard the discussion. Executive sessions are not open to the public. After the discussion, members will resume the regular meeting to vote. The reasons to go into Executive Session are:

- Personnel discussions (the employee being discussed must be notified and has a right to a public discussion)
- Pending claims or litigation
- Security matters
- Sale or lease of property if public discussion would impact the price
- Discussion of any records exempt from disclosure under the FOIA

Bids, Grants, and Projects

All printed correspondences regarding bids, grants, or projects must be addressed to:

Town of Old Lyme c/o the First Selectman
52 Lyme Street | Old Lyme, CT 06371
Or sent electronically to selectmansoffice@oldlyme-ct.gov

The Finance Department will provide technical assistance-submitting financial reports, maintaining records, and other duties as delegated by the First Selectman. B/C/C's Chairs must be actively involved in the financial documentation process.

Bid, grant, and project documents are considered public documents and must be available upon request. All documents, including electronic communications, must be maintained in the Town Hall to ensure compliance with FOIA regulations.

The Town of Old Lyme has a bid procedure which must be followed by all boards and commissions.

Bids or quotations should be solicited from at least two (preferably three) vendors unless a sole source vendor has been approved by the BOF. Direct notice of the bid or RFP to specific providers is at the discretion of the First Selectman and Finance Director.

The formal bid process typically includes advertisement in a newspaper and on the Town website, as a statement that "the Town of Old Lyme reserves the right to reject any and all bids if doing so is deemed to be in the best interests of the Town," and public opening of the bids by the First Selectman and another Town representative at a time not less than 10 business days after the deadline for receipt.

All bid solicitations must be submitted through the Selectman's Office, which may request review by the Town Attorney or Town Engineer. Vendor selection requires approval by the B/C/C and the First Selectman.

A number of local, state and federal grant programs are available to mitigate the economic impact of capital expenditures. B/C/C's are welcome to submit information about grant opportunities to the First Selectman's Office. To pursue a grant opportunity, make an appointment with the First Selectman to review the criteria, scope and summary of the project.

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 (municipal) by Jan 31 st **	Agenda available at least 24 hrs. before meeting. ** <i>If offering a remote/virtual option, the link must be made available 48 hours in advance</i>	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 meetings, 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.* <i>If offering a remote/virtual option, the link must be made available 48 hours in advance</i>	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 the 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 the agency website for state agencies only.

Adapted from the FOI Commission

Meeting and Agenda Templates



TOWN OF OLD LYME

www.oldlyme-ct.gov

NAME OF BOARD, COMMISSION OR COMMITTEE (B/C/C)

Agenda - TYPE OF MEETING: Regular Monthly Meeting, Special Meeting, Site Walk
DATE & TIME: February 21, 2024 @ 7:00pm
LOCATION: Memorial Town Hall Meeting Room, Mezzanine Room, Legion Room, Senior Center, Rogers Lake Club House
Remote Access: ZOOM / TEAMS / Calling into:

1. Call to Order
2. Attendance:
3. Approval of Minutes
4. Information items, Communications & Correspondences
5. **Public Comment:**
6. Old Business
7. New Business
8. **Executive Session (if needed)**
9. Adjourn

DATE

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Please email the Selectman's Office to receive these electronically.



TOWN OF OLD LYME

www.oldlyme-ct.gov

NAME OF BOARD, COMMISSION OR COMMITTEE (B/C/C)

Minutes - TYPE OF MEETING: Regular Meeting, Special Meeting, Site Walk etc.
DATE / TIME
LOCATION:
Remote Access: TEAMS / WEBEX / Call-in #

1. Call to Order
2. Attendance:
Present Board Members:
Absent Members:
Guests:
Virtual Audience present
3. Approval of Minutes
4. Information items, Communications & Correspondences
5. **Public Comment:**
6. Old Business

Please try & use capital letters when noting searchable actions i.e. MOTION was made by ...SECONDED by ____
VOTED: OPPOSED: none ABSTAINING: None APPROVED 3/0/0
DISCUSSION: No further discussion.
RESOLUTION

7. New Business
8. **Executive Session (if needed)**
9. **ADJOURNMENT**

Respectfully submitted,

Xxxx X. XXXX B/C/C Clerk - **please be sure to put your name**

2/21/2024

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Robert's Rules of Order (Summary Version)

Robert's Rules provide common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate, to act according to its considered judgment AFTER a full and fair “working through” of the issues involved. **Robert's Rules** provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation. For more information and further detailed explanations and direction, refer to **Robert's Rules of Order** (RobertsRules.org).

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action. Generally, the majority prevails on a question before a B/C/C.

1. All actions go through the Chair or Speaker.
2. To obtain the floor, wait until the last speaker has finished, then address the Chair.
3. Wait until the Chair recognizes you.
4. Present your position or make your motion, speaking in a clear and concise manner.
 - a. Always make a motion affirmatively: “I move that we...” Rather than “I move that we do not...”
 - b. Avoid personalities and stay on the subject.
5. Wait for someone to second your motion.
 - a. Either another member will make the second or the Chair will ask for a second.
6. The Chair should re-state the motion, saying “It has been moved and seconded that we...” thus placing the motion for consideration and action.
7. The membership may either debate the motion or move directly to a vote. This is the time for you to speak in favor of your motion; the person making the motion is always allowed to speak first and then holds further comment until after other speakers are finished, unless called upon by the Chair.
8. Once the motion is presented to the membership by the Chair, it cannot be changed by you without the consent of the members, or through motion and second to amend.
9. All comments and debate are to be directed to and through the Chair.
10. The Chair asks, “Are you ready to vote on the question?”
11. If there is no more discussion, a vote is taken.
12. Chair declares the “Motion Passed” or the “Motion Failed”.

Definition of a quorum – the minimum number of members of a body that is required to be present at a meeting to make the proceedings of that meeting valid, usually a majority if odd number board, majority +1 if an even number board.

TOWN HALL PHONE EXT. LISTING
860.434.1605 / email: @oldlyme-ct.gov

Animal Control

Lynn Philemon: 244 or
(860) 510-1255

Assessor

Melinda Kronfeld: 218
: 219

Building

Mark Wayland: 213
Liz Hoffmann: 230

**Emergency Management
& Fire Marshal**

David Roberge: 231

Facility Manager

Erik Olsen: 252

Finance

Anita Mancini: 232
Tracy Beatty: 215

Health Department

LedgeLight/Patti Myers: 214

IT Manager (M-F 8-1)

Tom Meyer: 245

Land Use

Eric Knapp: 225

Lymes' Senior Center

Stephanie Lyon-Gould: 240
Caitlin Perkins: 241

Parks & Recreation

Don Bugbee: 235
Winnie Edmed: 238

Planning / Inland Wetlands

Kim Groves: 234

Police

(860) 434-1986
Pamelia Parker - Front Office: 110
Resident Trooper: 113

Public Works

Ed Adanti: 243

Registrars of Voters (M 1-4)

Cathy Carter &
Jennifer Datum: 226
Sharon Kwiatkowski

Selectman's Office

Martha Shoemaker: 211
Michele Hayes: 212
Katie Balocca: 210

Social Services (M&W 8-2)

Amy Bonatti: 228

Tax Collector Office

Suzanne Thompson: 216
Tom Correia: 217

Town Clerk Office

Vicki Urbowicz: 220
Courtney Joy: 221
Jessica Glantz

Transfer Station (T-F 7:30-3:45)

Don Rutty: 242

Zoning / ZBA

Craig Bonatti: 236

FOI Commission

Tom Hennick (860) 566-5682
Russel Blair (860) 256-3968