



INTER • OFFICE MEMO

Date: May 1, 2007

Re: Agendas and Minutes of Board/Commission Meetings

To: Town Clerk
Department Heads
Chairman of Boards and Commissions

1. I write to reinforce the State requirements for filing agendas/minutes of Board/Commission meetings and to institute some new guidelines to increase their availability to the public.
2. State Law mandates that the agendas of regular meetings be available to the public and filed not less than 24 hours before the meeting in the office of the agency, or if there is no such office, in the office of the Town Clerk. Agendas of special meetings are to be filed, not less than 24 hours before the meeting, in the office of the Town Clerk. Emergency meetings may, but need not comply, with this requirement. A copy of the minutes adequately setting forth the nature of the emergency and the proceedings occurring at such meeting must be recorded, not later than 72 hours after the meeting with the Town Clerk. Saturdays, Sundays, legal holidays and any day Town Hall is closed are excluded. Following a meeting, the votes of each member of any agency shall be reduced to writing and made available for public inspection within 48 hours, and shall also be recorded in the minutes of the meeting. The minutes shall be available for public inspection within 7 days in the office of the agency, or if there is no such office, in the office of the Town Clerk.
3. Effective immediately, I ask that a copy of the agenda for any meeting, regular or special, be delivered, in addition to the appropriate filing required by State law, to the North Haven library 24 hours in advance of the meeting.
4. Effective immediately, I ask that a copy of all draft minutes of any meeting, regular or special, be delivered, to the North Haven library, within 7 days after the meeting. It shall be marked "draft/unapproved". When approved, the minutes shall be sent to the North Haven library marked "approved".
5. Any changes in the date, time or location of a regular meeting shall be delivered to the Town Clerk and the North Haven library 24 hours in advance of the meeting.
6. Thank you for your attention to these requests. Please note that this is not intended to be a full or exhaustive memo as to legal requirements. If you have any questions, please either contact this office or the Town Attorney.

Sincerely,

Kevin J. Kopetz
Kevin J. Kopetz
First Selectman