

**TOWN OF SOMERS  
CHARTER REVISION  
REGULAR MEETING MINUTES  
AUGUST 6, 2012  
7:00 PM TOWN HALL**

**I. CALL TO ORDER:**

The regular meeting was called to order by Chairman Tim Potrikus. Members present were Bill McGurk, Erik Ness, Linda Roberts and Ralph Williams.

**II. MINUTES APPROVAL: JULY 9, 2012**

*A motion was made by Ralph Williams to accept minutes as written. Seconded by Bill McGurk, all in favor, motion carried.*

**III. ADD/DELETE AGENDA ITEMS:**

Tim Potrikus added discussion of the **Press Release** to the agenda. This item falls under the Public Hearing Protocol.

**IV. CORRESPONDENCE:**

Tim Potrikus received correspondence from Dave Palmer and the Somers Fire Commission. A draft of what the Somers Fire Commission had presented as their Charter was given. They have been invited to have a representative at one of the public hearings.

A phone call was received from Chairman Botellio from the Somers Water Pollution Control Authority (WCPA). He would like to have the Charter Revision consider the WPCA having alternates added so they can have meetings in the event that regular commission members are absent. Mr. Potrikus invited Mr. Botellio to the one of the public hearings.

**V. PUBLIC HEARING PROTOCOL:**

**a. Press Release**

Mr. Williams had prepared a written press release for the charter revision members to review. Mr. Potrikus suggested his phone number be put on the press release as a contact for information. The press release will be put out about two weeks before the public hearing. The press release will be published in the Journal Inquirer, The Current, North Central Connecticut News, The Reminder, and other local papers as needed. Mr. Williams will coordinate getting the press release out. Members discussed changes/edits to the press release.

**b. Public Hearing**

Charter members had a brainstorming session of what how to get the word out about the upcoming public hearing. Mr. McGurk had some ideas on how to advertise for the event. It was suggested the notice for the public hearing be advertised on town bulletin boards, local

papers, and possibly on the Town Hall message board. There will several key bullet points noted in the press release to give the public an idea what will be discussed. Charter members discussed wording/key points that should be made on the press release. The press release will state that the public hearing will clarify the means by which various town agencies, commissions and town agencies operate.

A welcome for the public hearing will include explaining what a Town Charter is, what the charge was from the board of Selectmen, and explanation of various Ordinances.

The public hearings are scheduled for September 10, 2012 and October 10, 2012. Linda Roberts discussed making a draft for the ground rules of the hearing. Linda will be in charge of typing up the ground rules draft.

Charter Revision members discussed how to give everyone at the public hearing a fair amount of time to speak. It was suggested the ground rules will be 3 minutes for one topic, and at the Chairman's discretion the same resident can speak on a second topic for 3 minutes. There may be an additional minute granted for clarifying questions. Yellow and Red squares will be used let speakers know when time is up. People must identify themselves if they are going to speak. Sign up sheets will be at the hearing to give order of who will speak.

Information on the General Code will also be included in the welcome. Copies of the existing Charter be available at the public hearing and at Town Hall. The press release will tell the public how and where to view ordinances as well.

The deadline for submitting written comments and emails from the public will be Wednesday, October 24, 2012. At the close of the first public hearing Mr. Potrikus will announce that the Charter Revision meetings are public and open, dates, agendas and minutes are posted on line and anyone is welcome to review those.

## **VI. NEW BUSINESS**

Erik Ness will not be able to attend the Oct 10, 2012 due to an upcoming work commitment. He will listen to the recording of the first public hearing.

## **V. ACTION ITEMS**

Mr. Potrikus will check with Ann Logan, Town Clerk, regarding the following:

- \*Updates on the Fire Commission Charter
- \*Updates on the General Code with our overall Charter
- \*Creating a special file in for public comments regarding the Charter Revision

Linda Roberts will take care of putting the general ground rules together. She will do a script and Mr. Potrikus will edit it as needed. A revised draft of the press release will be completed by Mr. Williams and emailed to everyone to review.

*A motion was made by Mr. McGurk to adjourn at 7:56 pm. Seconded by Mr. Williams, all in favor, motion carried. Next meeting is scheduled for September 4, 2012.*

