

TO THE BOARDS AND COMMISSIONS:  
THE FOLLOWING PROCEDURES, MANDATED BY THE FREEDOM OF INFORMATION  
ACT, ARE REQUIRED:

1. THE CHAIRMAN OR SECRETARY MUST, BY JANUARY 31, 2020, FILE WITH THE TOWN CLERK THE SCHEDULE OF REGULAR MEETING DATES FOR THE ENSUING YEAR. **THE LAW REQUIRES THAT NO MEETINGS BE HELD UNTIL 30 DAYS AFTER A SCHEDULE OF REGULAR MEETINGS HAS BEEN FILED WITH THE TOWN CLERK.** AMENDED SCHEDULES MAY BE FILED DURING THE YEAR, BUT NO NEW REGULAR MEETING CAN BE HELD BEFORE 30 DAYS. **I WOULD RECOMMEND THAT THE BOARD FILE A 13 MONTH LIST, SCHEDULE A JANUARY 2019 MEETING NOW TO AVOID NOT FILING THE SCHEDULE ON TIME.**
2. IF DURING THE YEAR YOU DESIRE TO HOLD A SPECIAL MEETING, NOTICE OF SUCH MEETING MUST BE FILED WITH THE TOWN CLERK NOT LESS THAN 24 HOURS BEFORE THE TIME SET FOR THE MEETING STATING THE TIME, PLACE AND BUSINESS TO BE TRANSACTED. NO OTHER BUSINESS SHALL BE CONSIDERED AT SUCH MEETING. AGENDAS FOR REGULAR OR SPECIAL MEETINGS SHALL BE AVAILABLE AND SHALL BE FILED IN THE TOWN CLERK'S OFFICE NOT LESS THAN 24 HOURS BEFORE THE MEETING TO WHICH THEY REFER.
3. IN AN EMERGENCY, THE REQUIREMENTS OF #2 ABOVE NEED NOT BE FOLLOWED; HOWEVER, A COPY OF THE MINUTES OF THE EMERGENCY MEETING, THE REASON FOR THE EMERGENCY AND THE PROCEEDINGS OCCURRING AT SUCH MEETING MUST BE FILED WITH THE TOWN CLERK NOT LATER THAN 72 HOURS FOLLOWING SUCH MEETING.
4. YOU ARE REQUIRED TO MAKE, KEEP AND MAINTAIN A RECORD OF THE PROCEEDINGS OF YOUR MEETINGS. THE MINUTES OF EACH MEETING MUST BE MADE AVAILABLE TO THE PUBLIC **WITHIN 7 DAYS OF THE MEETING.** THE MINUTES MUST CONTAIN THE RECORD OF EACH MEMBER'S VOTE ON ANY ISSUE. THE VOTES OF EACH MEMBER MUST BE AVAILABLE IN WRITING WITHIN 48 HOURS, EXCLUDING WEEKENDS AND HOLIDAYS. THE MINUTES OF AN EXECUTIVE SESSION MUST INDICATE ALL PERSONS WHO WERE IN ATTENDANCE AT THE CLOSED SESSION, EXCEPT FOR JOB APPLICANTS WHO WERE INTERVIEWED.
5. ALL OF THE MEETINGS SHALL BE OPEN TO THE PUBLIC EXCEPT AS PROVIDED IN SECTION 1-18a- subsection e.

PLEASE CONSULT THE STATUTES, THESE ARE HIGHLIGHTS ONLY.

DEBRA S. BEISIEGEL, TOWN CLERK