

# TRANSPARENCY TASK FORCE

## TOWN OF SOUTH WINDSOR

Minutes

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January 29, 2018

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### Madden Room – South Windsor Town Hall

#### 1. Roll Call

Members Present: Mayor M. Saud Anwar  
Tony Duarte  
Jamie Gamble  
Philip Koboski  
Elizabeth McGuire  
Deputy Mayor Andrew Paterna  
Councilor Matthew Riley  
Councilor Janice Snyder

#### 2. Call Meeting to Order

The meeting was called to order at 5:00 p.m.

#### 3. Decide on Dates to Schedule Additional Meeting

Task Force members discussed dates for additional meetings and decided to meet on Wednesday, January 31, 2018 at 6:00 p.m. and if the Planning and Zoning Commission members, Public Building Commission members, and Water Pollution Control Authority members, could meet, another meeting would be held at 7:00 p.m. that same day.

#### 4. Discussion Items

##### A. *Brainstorming about Transparency Opportunities*

Task Force members discussed having audio transcripts for every board and commission on the website. Task Force members felt it would be important to have visual transcripts of the Planning & Zoning Commission, Public Building Commission, and Water Pollution Control Authority. This will be discussed with Town staff.

Mrs. McGuire stated that she would contact other Towns in Connecticut who are taping the Planning & Zoning Commission meetings and ask those communities the pros and cons of taping the meetings.

Task Force members then discussed updating the website and Facebook. It was felt that an awareness campaign should be held for community members on how to find information on the website regarding the Town.

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**ITEM:**

**4 A. (Continued)**

This would help community members find out about events that are happening throughout South Windsor and keep them up to date about what is being handled by different boards and commissions.

**5. Miscellaneous**

None

**6. Motion to Adjourn**

At 6:04 p.m. Councilor Snyder made a motion to adjourn the meeting. Councilor Riley seconded the motion; and it was approved, unanimously.

Respectfully submitted,

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Deborah W. Reid  
Council Clerk