

TRANSPARENCY TASK FORCE

TOWN OF SOUTH WINDSOR

Minutes

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January 31, 2018

Madden Room – South Windsor Town Hall

1. Roll Call

Members Present: Mayor M. Saud Anwar
Tony Duarte
Elizabeth McGuire
Deputy Mayor Andrew Paterna
Councilor Janice Snyder

Members Absent: Jamie Gamble
Philip Koboski
Councilor Matthew Riley

Others Present: Matthew B. Galligan, Town Manager
Scott Roberts, Assistant Town Manager
Vanessa Perry, Assistant Town Manager

2. Call Meeting to Order

The meeting was called to order at 6:04 p.m.

3. Approval of Minutes (January 29, 2018)

Councilor Snyder made a motion to approve the minutes of January 29, 2018. Mr. Duarte seconded the motion; and they were approved, unanimously.

4. New Business

A. Discussion Regarding Recommendations from the First Meeting

Mayor Anwar reviewed the discussions from the first meeting by explaining that the Task force discussed having video recordings for the Planning & Zoning Commission, Public Building Commission, and Water Pollution Control Authority. The other boards and commissions would have an audio transcript. The Task force also felt that it would be important for the Town to have an educational opportunity to teach users of the website how to navigate the website.

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4. New Business (Continued)

B. Update Regarding Discussion with Certain Members of the Planning & Zoning Commission, Public Building Commission, and Water Pollution Control Authority

Mayor Anwar explained that after the Transparency Task Force meeting on January 29th, there was a discussion held with members of the Planning & Zoning Commission, Public Building Commission, and Water Pollution Control Authority. The Planning & Zoning Commission feels that videotaping their meetings could cause legal challenges as well as having the public being uncomfortable speaking. Councilor Snyder added that there is not enough room in the Council Chambers to review plans. Mayor Anwar explained further that although they are not comfortable with the videotaping, they are open to audio recordings of their meetings being done and put onto the website.

Mr. Scott Roberts informed the Task Force that if audio taping is done, Board and Commission members would need to identify themselves when going to speak. Mr. Galligan added that only one person should speak at a time.

C. Discussion with Town Manager and Two Assistant Town Manager's Regarding Opportunities for Enhancing Transparency and the Logistical Process

Task Force members discussed plans being put on the website. It was felt that this could be voluntary. If anyone wants to view a plan, they have the ability to come into the Town Hall to view it.

Mayor Anwar questioned if the website could be as user-friendly as the application for the phones. Mr. Roberts stated no because the application takes information from the website, but if recommendations are made, he will look to see if changes can be made to the website. Mr. Roberts then stated that he would get counters on the live broadcast of the Town Council meetings and the Home page of the Town website.

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4. C. (Continued)

Mr. Roberts suggested to the Task Force that the Town consider doing a Government Academy which gives residents an opportunity to listen to presentations by different Town departments. This would help those in the community who may not understand how the Town runs. Councilor Snyder stated that these sessions could be recorded and put on the website, and she also informed the Task Force that Timothy Edwards Middle School has equipment that may be able to be used to accomplish the recording of presentations. Mr. Galligan stated he would discuss this item with the Superintendent of Schools.

Mr. Roberts explained to the Task Force that the Town is exploring on-line permitting and would be meeting on January 31, 2018.

5. Miscellaneous

None

6. Schedule Next Meeting with Community Members

The Task Force scheduled March 1, 2018 at 7:00 p.m. in the Council Chambers to hold a public forum regarding transparency. This session should be televised, and notice of this meeting should go on the website, in the newspaper, on Facebook and Twitter, announced at the Town Council Meetings, and a memo sent to each Board and Commission.

7. Motion to Adjourn

At 7:00 p.m. Deputy Mayor Paterna made a motion to adjourn the meeting. Mr. Duarte seconded the motion; and it was approved, unanimously.

Respectfully submitted,

Deborah W. Reid
Council Clerk