



Town of Ridgefield

Form of Government Committee Approved Meeting Minutes Monday, March 17, 2025

1. Call to order

The Form of Government Committee meeting convened at 7:00 PM on Monday, March 17, 2025 in the Town Hall Main Conference Room.

Members present: Todd Zagorec (by phone), Laurie Christiansen (by phone), Michael Rettger, Jonathan Seem, Charles Robbins, Steve Zemo, Dennis Tracey

Members absent: Rachel Sondheimer, Robert Hendrick

Others Participating: None

2. Meeting Minutes

Motion to approve the minutes of the March 3, 2025 meeting, as presented, by Charles Robbins, seconded by Dennis Tracey. All in favor.

3. Work Plan Updates

Mr. Hendrick was unavailable to provide an update on the level set research. The members discussed what level of detail was needed from this work and the desired timing of having the information available. Mr. Zagorec will communicate the members' ideas to Mr. Hendrick.

No additional town interviews have been completed since the last meeting. Towns remaining to be interviewed are Cheshire, New Milford, New Canaan, Simsbury, and Monroe. The members agreed to the target of having all interviews completed by the April 7 meeting. Teams that are having difficulty getting interviews scheduled were asked to develop an alternative target and pursue the backup interview if the first target was not scheduled in the next few days. Members can contact Mr. Hendrick for assistance in identifying appropriate secondary choices.

The members discussed whether interviews with town employees were needed. Some felt this was not necessary, others felt it was important to do so. After discussion, the members agreed to focus efforts on conversations with the Controller, the head of Human Resources, and the head of the Buildings and Roads Department. Mr. Zagorec will contact Mr. Marconi to discuss

arranging interviews. The members also suggested that an email should be sent to the heads of other main departments reporting to the First Selectperson to invite them to reach out to set up interviews should they wish to do so. To the extent his schedule permits, Mr. Zagorec will conduct the interviews with town employees.

Members reviewed a draft outline of a committee report and discussed changes in the order and focus of certain sections, changes in section labeling, and addition and deletion of components. Mr. Zagorec will update the draft and recirculate it. Members also volunteered to begin work on drafting background and context sections that could be completed now, without waiting on the completion of the town interviews.

Members reviewed a draft timeline that had been prepared by Mr. Tracey based on the discussion at the previous meeting. Members discussed several adjustments, including the addition of an April 28 meeting in order to have a second discussion of committee recommendations before voting on final recommendations on May 12. Mr. Tracey will update the draft and recirculate it.

4. Communications

Members provided updates on various public outreach efforts. There is a session scheduled with the Rotary Club on April 23.

No new comments from the public have been posted to the Tracker repository.

Members discussed suggestions for actions that could be taken to circulate and promote the committee's draft report ahead of the planned public hearings in June. It was agreed that the proposed actions could be planned and organized but that moving ahead with plans should wait until the committee's decision process is further along.

5. Adjournment

Motion to adjourn at 8:25 PM by Mr. Zemo , seconded by Mr. Rettger . All in favor.

Next meeting April 7, 2025, 7:00 PM.

Submitted by
Michael Rettger