



## Town of Ridgefield

### Form of Government Committee Approved Meeting Minutes Meeting of April 7, 2025

#### 1. Call to Order

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

Members present: Laurie Christiansen, Michael Rettger, Jonathan Seem, Steve Zemo, Dennis Tracey, Charles Robbins, Todd Zagorec, Rachel Sondheimer

Members absent: Robert Hendrick

#### 2. Public Comments

None

#### 3. Minutes

**Motion** to approve the minutes of the March 17, 2025 meeting by Mr. Robbins, seconded by Ms. Christiansen. Abstaining: Ms. Sondheimer. All in favor.

#### 4. Work Plan

##### 4a. Level-set Research

Mr. Zagorec discussed the need to complete work on the Level-set research portion of the project. Mr. Seem suggested that work he has already developed could be used as a framework for achieving this. Members suggested several changes to the framework, and also agreed that the work should focus on the towns being interviewed by the committee. Mr. Seem will circulate a template to members, who will complete this for the town(s) that they have interviewed. Responses will be provided to Mr. Seem to incorporate by the April 21 meeting.

##### 4b. Ridgefield Town Employee Interviews

Mr. Zagorec provided a summary of a meeting he had with Rudy Marconi and Laurie Fernandez, town Director of Human Resources, outlining their thoughts on the concept of a town administrator position. In general, both seemed to describe a concept for the position that was smaller in scope than has been discussed by the committee. He also summarized his interviews with Kevin Redmond, town Controller and Jake Muller, town head of roads and facilities. Mr. Zagorec will be joining Mr. Marconi's regular senior staff meeting on April 10, where he will

have an opportunity to outline the goals and work of the committee and explain how town staff can provide their opinions on the project to the committee.

#### 4c. Other Town Interviews

Mr. Zagorec summarized his interviews with the towns of New Canaan and Rocky Hill. He reported that he spoke with Rocky Hill after learning that the town of Monroe was not going to be available to interview within the committee's desired timeline. Mr. Seem summarized his interview with the town of New Milford. Ms. Sondheimer summarized the interview with the town of Cheshire. Mr. Robbins summarized his interview with the town of Bethel. It was agreed that written summaries of each interview would be made available in the committee's DropBox facility.

#### 4d. Final Report Outline

Members discussed an updated outline of a committee final report as well as a draft of the Process section of the report drafted by Mr. Zagorec. Several changes to the outline were discussed, such as reducing the number of appendices and separating appendix material from reference/research listings. Mr. Tracey reported that he has done work on an initial draft of a possible job description for a Town Administrator. He and Mr. Rettger will work together to move this work forward for the next meeting.

#### 4e. Timeline

Members reviewed an updated timeline and discussed planned content for the next several meetings, with the goal of reaching a decision and completing a committee report in draft by early June.

### **5. Communications**

Mr. Zagorec noted that the only planned outreach event at present was the upcoming session with the Rotary Club. Mr. Seem reported that there were no new communications added to the tracker report. Ms. Christiansen suggested that the committee should start to discuss and plan how it wants to publicize the committee's report in advance of the planned public hearings in June.

### **6. Adjournment**

**Motion** to adjourn at 9:10PM by Mr. Rettger, seconded by Mr. Seem. All in favor.

Submitted by  
Michael Rettger