



Town of Ridgefield

Form of Government Committee Approved Meeting Minutes Monday, March 3, 2025

1. Call to order

The Form of Government Committee meeting convened at 7:05 PM on Monday, March 3, 2025 in the Town Hall Main Conference Room.

Members present: Laurie Christiansen, Michael Rettger, Jonathan Seem, Charles Robbins, Steve Zemo, Dennis Tracey, Robert Hendrick

Members absent: Todd Zagorec, Rachel Sondheimer

Others Participating: None

2. Public Comments

None

3. Meeting Minutes

Motion to approve the minutes of the February 3, 2025 meeting by Mr. Rettger , seconded by Ms. Christiansen. All in favor, with Mr. Tracey abstaining.

4. Work Plan Updates

Mr. Hendrick reported on his status with the level set research. In response to his question, members agreed that the research did not need to capture detail about specific differences among towns regarding executive authority, as it was felt that information would be better addressed as needed in the individual town interviews. It was requested that the level-set information be accelerated for those towns targeted for interviews to assist the teams and avoid duplicate research efforts.

Teams reported on their interviews with Weston, Wilton, Darien, and Westport. Teams also reported that several additional town interviews have been scheduled, but others are pending responses from the towns.

Members discussed a proposed timeline for moving toward completion of the committee's work, as suggested for discussion by Mr. Tracey:

- Completion of town interviews by April 1
- Discussion and development of draft committee positions by May 1
- Development and release of a draft committee report by June 1
- Scheduling public hearings for reaction to the draft report for mid-June
- Review of comments and decision on release of a final report to the BOS by July 1

The members indicated general agreement with the timeline, with the following observations:

- The end of the schedule would need to be moved out if significant rework were felt to be necessary based on public reaction
- Achieving this schedule may require some additional committee meetings beyond those currently scheduled.
- As part of the schedule, the committee needs to develop a plan for communicating the draft report and encouraging public review and response.
- If the committee's recommendations include the concept of a town administrator, the report should include a high-level outline of the duties of the role and discussion of the distribution of responsibilities between the town administrator role and the first selectperson.

Mr. Tracey will contact Mr. Zagorec to discuss the development of an outline for the key content of a draft report.

5. Communications

Members provided updates on various public outreach efforts.

The members reviewed the current inventory of comments contained in the tracker listing. It was agreed that most were either informational or otherwise required no specific action by the committee, but that the several comments and suggestions regarding the conduct procedures for Town Meetings merited consideration and possible discussion in the committee's report.

6. Adjournment

Motion to adjourn at 8:40 PM by Mr. Robbins , seconded by Mr. Zemo. All in favor.

Next meeting March 17, 2025, 7:00PM.

Submitted by
Michael Rettger