

**Representative Policy Board
Executive Committee
South Central Connecticut Regional Water District**

MINUTES

Special Meeting of Monday, March 30, 2020 at 5:00 p.m. via remote access

Attendance: **Committee Members** – Mario Ricozzi, Charles Havrda, Bob Harvey, Greg Malloy, Mark Levine, Stephen Mongillo and Tim Slocum

RPB – Jamie Mowat Young

OCA - Jeffrey Donofrio, Esquire

Town of Derby – Mark Garofalo, City Clerk

RPB Staff: Jennifer Slubowski

1. Chair Ricozzi called the meeting to order at 5:00 PM. He reviewed the Safety Moment distributed to members.
2. Chair Ricozzi stated that committee members should have received notification earlier in the day that the RWA office will remain closed until at least April 30, 2020 due to the coronavirus. He notified members that meetings during the month of April will be held remotely. The next meeting scheduled is the RPB Finance Committee meeting on Monday, April 6, 2020 at 5:00 p.m.

The OCA, Jeffrey Donofrio, Esq., discussed Governor Lamont’s Executive Order 7B and requirements necessary to satisfy open meetings, which includes:

- A call in number for members of the public to access meetings

Attorney Donofrio acknowledged Mr. Garofalo, the City Clerk of Derby, who commented on public access to meeting documents and the need for accessibility to the information. He stated the requirements also include:

- Meetings are now required to be recorded or transcribed and available for public review, via the agency’s website, within 7 days
- Meeting documents that would normally be distributed to the board should now be included with the agenda on the agency website

Members asked questions regarding late addition documents or exhibits, and the public’s ability to comment or question applications after the public hearing. Mr. Garofalo suggested that all meeting documents, or anticipated meeting documents, be available in advance of the meeting. Documents received during or after the meeting should be included with the meeting documents immediately.

Mr. Donofrio reported that a separate email address for the public to submit comments should be provided prior to the public hearing.

Chair Ricozzi noted that the RPB vote for the public hearing on April 16, 2020 is scheduled to take place immediately following the hearing. Depending on the number of questions received from the public will determine whether or not the RPB vote will be postponed.

At 5:15 p.m., Mr. Levine entered the meeting.

3. Chair Ricozzi asked members to comment on the process and use of Zoom for virtual meetings and whether or not they thought separate training was necessary for participation.

Members discussed the use of the Zoom software, comfort level, and upcoming action items at the committee level. It was the consensus of the committee to hold the meetings in April via Zoom.

4. The Committee discussed upcoming action items for meetings scheduled in April. It was determined that the Finance Committee has one item for action on its agenda, other committees did not have action items.

Ms. Mowat Young asked questions about the upcoming public hearing and her responsibilities as Presiding Member such as time limits for speaking and public hearing exhibits.

Mr. Garofalo stated that the Governor's Executive Order 7B was developed to protect the public interest and promote agency transparency.

5. Chair Ricozzi stated that no follow up meeting is necessary and thanked the members and Mr. Garofalo for their input.
6. At 5:33 p.m., the meeting adjourned.

Mario Ricozzi, Chairman