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****SPECIAL MEETING**
NORWALK COMMON COUNCIL
JANUARY 30, 2023
BY ZOOM AT**

<https://us02web.zoom.us/j/85140970275?pwd=eFJhWFBOOXIKVi82aTZYYWt6WEExTUT09>

I. ROLL CALL

Mr. Burnett called the special meeting to order at 7:11 p.m.

Ms. Dixon called the Roll:

Council at Large:	Mr. Gregory Burnett	Mr. Edwin Camacho
	Mr. Joshua Goldstein	Ms. Nora Niedzielski Eichner
	Ms. Barbara Smyth	

District A: Mr. David Heuvelman

District B:	Ms. Diana Revolus	Ms. Darlene Young
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District C: Ms. Jenn McMurrer

District D:

District E:

At Roll Call there were nine (9) Councilmembers present and six (6) Councilmember absent (Ms. Ayers; Mr. Kydes; Ms. Alterman; Mr. Meek; Mr. Livingston; Ms. Shanahan). A Quorum was present.

Also present were City Clerk, Irene Dixon, Assistant City Clerk, Jordan Schantz, Norwalk Corporation Counsel, Mario Coppola, Norwalk Deputy Corporation Counsel Jeffrey Spahr, and Norwalk Assistant Corporation Counsel Tyisha Toms.

II. PRESENTATION

A. Training session and presentation regarding the Connecticut Freedom of Information Act.

Mr. Burnett turned the meeting over to Mr. Coppola to lead the presentation from the Corporation Counsel's office.

B. Presenters:

1. Thomas Hennick, Connecticut Freedom of Information Commission
Public Education Officer

As a representative of the Freedom of Information Commission, Mr. Coppola said Mr. Hennick would be able to answer questions; however, Mr. Hennick was unable to attend the meeting.

2. Mario Coppola, Norwalk Corporation Counsel

Mr. Coppola explained that a brief presentation on FOI (Freedom of Information) was made during a retreat for Common Councilmembers; however, he felt it was necessary to spend more time to better understand FOI best practices. Mr. Coppola noted that for City of Norwalk business, Councilmembers must use a City of Norwalk e-mail address.

3. Jeffrey Spahr, Norwalk Deputy Corporation Counsel

4. Tyisha Toms, Norwalk Assistant Corporation Counsel

Mr. Coppola introduced Ms. Toms who gave a brief history of the Freedom of Information Act. She explained that the Freedom of Information Act allows the public to obtain access to public records of meetings held by a public agency. Mr. Spahr added that meetings also include sub-committees.

Ms. Toms presented the Freedom of Information Act (FOI) 101. She covered and responded to questions about the following FOI topics:

What is a Public Meeting

- What is a Meeting
- What is Not a Meeting
- Rules Governing the Conduct of Public Meetings
- Types of Meeting Notice Requirements
- Eluding the Public: Executive Session
- Conducting Business in Executive Session

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Public Records

- What is a Public Record
- Voicemail, Email and Text Messages
- 4-Day Business Rule
- Meaning of Prompt
- Search vs Research

III. ADJOURNMENT

**** MS. REVOLUS MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:36 p.m.

ATTEST: _____
Irene Dixon, City Clerk

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