

**MINUTES OF THE
FREEDOM OF INFORMATION COMMISSION
CITY HALL
FIRST FLOOR MEETING ROOM
111 NORTH MAIN STREET
APRIL 16, 2019
6:00 p.m.**

ATTENDEES: Chairman Ed Dudko
Kim Caron

ABSENT: Josh Blacker

OTHER ATTENDEES: Jeffrey R. Steeg, Assistant Corporation Counsel
Noelle Bates, Recording Secretary

ITEM #1 – CALL TO ORDER

Chairman Dudko called the Special meeting of the Tuesday, April 16, 2019 Freedom of Information Commission meeting to order at 6:00 p.m.

ITEM #2 – APPROVE THE MINUTES OF THE FREEDOM OF INFORMATION COMMISSION MEETING OF JANUARY 22, 2019

IT was MOVED by Kim Caron **and SECONDED** by Ed Dudko **to approve the minutes of the Freedom of Information Commission meeting of January 22, 2019.**

ITEM #3 – NEW BUSINESS

None.

ITEM #4 – OLD BUSINESS

ITEM #4A – STATUS OF FORMULATING A STANARDIZED SET OF MINUTES FOR ALL BOARDS AND COMMISSIONS

The Committee reviewed the minutes from several Boards and Commissions that were handed out at the previous meeting. It was agreed that the format used by the Land Use Commission was the most concise format for minutes. Kim Caron will draft a template, along with a memo to all Recording Secretaries to be reviewed by the Board at the next meeting.

ITEM #5 – ADJOURN

IT was MOVED by Kim Caron and SECONDED by Ed Dudko to adjourn at 6:21 p.m.

Ed Dudko, Chairman
Freedom of Information Commission