



TOWN OF BEACON FALLS  
ORDINANCE COMMITTEE  
SPECIAL MEETING MINUTES  
C/O TOWN CLERK  
10 MAPLE AVE.  
BEACON FALLS, CT. 06403  
(Subject to revision)

**Members Present:** Tom Pratt (TP), Kyle Brennan (KB), Rich Minnick (RM), and Lauren Fennell (LF)

**Members Absent:** None

**Other Members Present:** None

1. **Call to Order / Pledge of Allegiance:**

TP called the meeting to order at 7:32 PM and led the assembled in the pledge of allegiance.

2. **Read & Approval Minutes from Previous Meetings:**

Motion to approve the minutes from 03/02/23 made by RM, seconded by KB. All ayes.

3. **Comments from the Public:**

None

4. **Reading of Correspondence:**

A letter of resignation from Donald Molleur was noted.

5. **Old Business:**

- a. **Proposed Changes in all Ordinances and Regulations – Discussion & Action:** Discussion opened regarding the current edits. The procedure to update and add ordinances will be included as an appendix. The board feels that the town planning and zoning regulations should not be included in the complete general code. The following steps for moving forward were discussed. A recommendation for establishing a formatting template for establishing and amending ordinances, an outlined checklist and procedure for handling ordinance updates, and an updated procedure for establishing and amending ordinances. The formatting was discussed. Ideally, the verbiage “chapter” would be removed from the General Code. A recommendation to establish a review schedule was discussed as well. LF to check with town counsel on following up on the fee schedule questions.
- b. **Review of Service Award Tax Abatement Ordinance Updates – Discussion & Action:** LF gave a brief update on the next steps for this particular ordinance. The board feels that the updates should be voted on separately in a town meeting before FY24 begins. The WPCA ordinance update should be included as well.
- c. **2023 Meeting Schedule:** Conversation tabled.
- d. **Handling of Ordinance Updates Procedures:** LF to create a formatting template, a procedure for handling updates, a procedure for establishing and amending ordinance updates, and an ordinance review schedule. To present at the next meeting.
- e. **Vote to Accept and Move Forward the Ordinance and Regulation Book to the BOS at its Next Monthly Meeting:** Tabled until a Special meeting on 4/5/23 at 7:00 PM in the First Selectman’s Conference room. Town Hall, 10 Maple Avenue. Beacon Falls, CT 06403.

6. **New Business:**

None

7. **Adjournment:**

Motion made to adjourn at 8:33 PM– KB/RM, all ayes.

Respectfully submitted,

**Lauren A. Fennell**

Clerk and Liaison to BOS, Ordinance Committee