

Ordinance Committee Meeting  
**Minutes**  
June 11, 2008

**Present:** Melanie Johnston, Russ Fontaine, Robert Burgoyne, Margaret Haraghey, Jordan Jacobs (via phone), Robert Petix

**Unable to attend:** Leslie Wertam

The meeting was called to order at 7:35PM

1. No Public Audience
2. Minutes from May 28 reviewed and approved.
3. Discussion & Adoption of Ordinance Template elements/format:
  - Number:
  - Statutory Reference: or Authority
  - Ordinance Title:
  - Purpose:
  - Definitions:
  - Exceptions:
  - Ordinance Text:
  - Fees:
  - Penalties:
  - Cross References:
  - Date Approved:
  - Effective Date:
  - Date Published:
  - Relevant History:
  - a. When writing. Revising or re-formatting future ordinances, each of the elements above will be considered and included if applicable.
  - b. Ordinances will be combined in a searchable .pdf file.
  - c. Ordinances will be organized and numbered by subject matter based on CT statute. Ordinances that do not fit into any statute will be assigned a category and number.
  - d. A printed copy of the ordinances will be kept in the Town Clerk's office in a loose leaf notebook. Obsolete, repealed or expired ordinances will be kept in a section of that notebook.
4. Questions for town council
  - a. Do you have any recommendations for us regarding enforcement of our ordinances? Currently we do not use "tickets" or "demand letters" nor do we have an enforcement officer other than a zoning enforcement officer. How do other small towns handle enforcement of ordinances?
  - b. We have adopted a new format for new ordinances. Does this format need to be approved at a town meeting?
  - c. There are several ordinances that we will be updating or revising. Per statute these will need to be published. If we produce a document and provide a copy to each household as a supplement to our town newsletter, "The Hampton Gazette," would that meet the statutory requirement?
5. Next Meeting date will be July 9 to give the group time to do the writing and research work.

**The meeting was adjourned at 8:17 PM**

Melanie Johnston