



CITY OF PLYMOUTH MEETING MINUTES

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CITY OF PLYMOUTH
CITY BOARDS AND COMMISSIONS TRAINING MINUTES
THURSDAY, MARCH 3, 2016, 6:30 p.m.
PLYMOUTH CULTURAL CENTER
525 FARMER

PRESENT: Mayor Pro-tem Oliver Wolcott, City Manager Paul Sincok, City Attorney Robert Marzano, various City Department Heads, Also present were some members of the following Boards and Commissions:

Cemetery Board of Trustees
Downtown Development Authority
Economic Development Corporation/Brownfield Redevelopment Authority
Historic District Commission
Planning Commission
Zoning Board of Appeals

Mayor Pro-tem Oliver Wolcott opened the training session and thanked everyone for attending. Mayor Dan Dwyer could not attend but thanked the members for their commitment and valued service to the City of Plymouth. He stated that the training session was requested by the City Commission, as well as the City's liability insurance carrier. The training will be a review of the required operations of various Boards and Commissions and will provide a brief overview of the various laws and regulations that affect Boards and Commission members. Mayor Pro-tem Wolcott turned the training session over to the City Attorney Robert Marzano.

City Attorney Robert Marzano provided an overview of the presentation concerning:

ETHICS
LIABILITY AND INDEMNITY
PRESS AND MEDIA RELATIONS
FREEDOM OF INFORMATION ACT AND OPEN MEETINGS ACT
BOUNDARIES

City Attorney Robert Marzano explained that the members do have a role as a commission member/board member. They are required to comply with all local, state, and federal laws. When they have a decision to make they should ask themselves – is it right for the Community, is it right for the City, is it ethical and legal, is it consistent with our values and policies, is it something for which I am willing to be accountable? He spoke about “conflict of interest issues” as well.

Liability and Indemnity issues concerning potential legal liability as commission member/board members. When will the City of Plymouth indemnify them for their actions and when the City of Plymouth will not indemnify them for their actions. Knowledge of potential claims or lawsuits and with press and media relations, always remember what their role is with the City of Plymouth. Press and Media Relations inquiries should be handled through the City Manager.

Attorney Marzano spoke about the “Freedom of Information Act & Open Meetings Act” and such items as written documents for requests emails (business and personal) and that this act applies to all public bodies. A meeting is the convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy. He spoke about public notices posted for public meetings, minutes and closed session meetings and how they should be handled.

Attorney Marzano spoke about "Boundaries" for Boards and Commissions as well as City Commission boundaries, and what to do when they have a question.

Attorney Marzano stated that in the training manual there was also included a list of Boards and Commission Members, as well as a copy of the City Charter. If there are any questions whatsoever, they need to direct them to the City Manager's office at any time.

ADJOURNMENT OF TRAINING SESSION:

City Attorney Robert Marzano and City Manager Paul Sincock adjourned the Training Session for the Boards and Commission Members at 7:50 p.m.