

PITKIN TOWN WORK SESSION
At the Newcomb Community Center

June 19th at 7:00 PM*

***THIS MEETING WILL IMMEDIATELY FOLLOW THE BOARD OF HEALTH MEETING**

MINUTES

1. **CALL TO ORDER**/Roll Call - Mayor Rachel New called the work session to order at 7:59 pm.

2. **Town of Pitkin Mayor and Trustee Orientation** – Attorney Jim McDonald

Orientation notebooks were provided to the Mayor, Trustees and Clerk. Handouts were provided to the Audience.

Trustees operate in many roles, including legislative(policy-setting) and quasi-judicial

Review of ex-parte communication (an unnoticed communication with one of the parties, but not all the parties, involved in a quasi-judicial hearing) and how to avoid it.

- Do not visit a location under question
- Limit conversations outside of the hearing process to policy (do not discuss specific property)
- 3rd –
- If there is an ex-parte communication, create a record at the beginning of the procedure
- Do not wait until an application is official – avoid the appearance of impropriety

Review of Sunshine Law

- Three members at a meeting where public business is discussed must be noticed
- Avoid the appearance of impropriety – provide notice and state that no business will be discussed
- Executive session – no action, minutes kept unless subject to attorney-client privilege
- No group emails

Review of Personal Liability

- Act within your role as a trustee: legislative, quasi-judicial, not staff
- No Trustee is a member of the staff. No trustee has a role that is different from other trustees.
- Conflicts of interest – avoid, and if unsure, ask

Conduct to avoid

- Willful, wanton and malicious conduct is not protected

Establish and follow due process requirements

Be wary of involvement in personnel decisions

Maintain good records

Focus efforts on legislative and quasi-judicial decision-making

A discussion of vision for the Town of Pitkin is suggested. A trained facilitator is recommended.

Trustee Suzy Metzler had a question about conflict of interest.

Meeting scheduling: A request has been made to schedule a special meeting to pass an emergency ordinance to adopt the county's fire regulations was made.

Monday, June 25 special meeting at 6:30.

3. Adjourn Work Session: Mayor Rachel New adjourned the work session at 8:43pm

Approved minutes, ordinances, resolutions, future agendas, and other Town of Pitkin public notices can be found at <https://www.colorado.gov/pitkin>

**Public comment to the Board of Trustees is encouraged. Comments may be limited at the mayor's discretion*

If special accommodation for handicapped access is required, please contact the Town Clerk at thetownofpitkin@gmail.com or (970)787-0968 at least 48 hours prior to the scheduled meeting