

FREEDOM OF INFORMATION COMMISSION  
OF THE STATE OF CONNECTICUT

In the Matter of a Complaint by

FINAL DECISION

Lisa Coggins,

Complainant

against

Docket # FIC 2024-0254

Chair, Board of Finance, Town of Canton;  
Board of Finance, Town of Canton; and  
Town of Canton,

Respondents

April 23, 2025

The above-captioned matter was heard as a contested case on September 4, 2024, at which time the complainant and respondents appeared and presented testimony, exhibits, and argument on the complaint.

After consideration of the entire record, the following facts are found and conclusions of law are reached:

1. The respondents are public agencies within the meaning of §1-200(1), G.S.
2. It is found that by email dated May 6, 2024, the complainant appealed to this Commission, alleging that the respondents violated the Freedom of Information ("FOI") Act by failing to:
  - (a) include questions emailed by the complainant to the respondents in the meeting packet distributed at their April 25, 2024 public hearing and in the meeting minutes and
  - (b) make the public hearing minutes available for public inspection within seven days of such hearing.
3. With respect to the complainant's allegation described in paragraph 2(a), above, it is found that the respondents held a public hearing on April 25, 2024 (hereinafter "public hearing").
4. It is found that at such public hearing the respondents distributed a meeting packet as is their standard practice. Such packet consisted of the noticed agenda for the hearing and approximately 50 pages of attachments.
5. It is found that among the attachments in the meeting packet, described in paragraph 4, above, were budget-related comments and questions submitted by the public and responded to by the respondents and other town agencies, both prior and up through the date of the hearing.

6. It is found that the complainant submitted budget-related questions to the respondents via email on the morning of the public hearing. It is found that the complainant's questions were not included in the meeting packet attachments described in paragraph 5, above.

7. It is found that nothing in the FOI Act requires a public agency to publicly post any items prior to a meeting other than a noticed agenda, nor does the Act require the agency to distribute any items to its members or to the public at a meeting.

8. It is further found that §1-225(a), G.S., provides that a public agency must "make, keep and maintain a record of the proceedings of its meetings" but does not require the agency's meeting minutes to include prior correspondence with members of the public relating to such meeting.

9. Consequently, the complainant has not alleged a violation of the FOI Act, and, therefore, it is concluded that the respondents did not violate the FOI Act when failing to include the complainant's questions in the meeting packet and meeting minutes as alleged in paragraph 2(a), above.

10. With respect to the complainant's allegation regarding the public hearing minutes, described in paragraph 2(b), above, §1-225(a), G.S., provides the following in relevant part:

The meetings of all public agencies shall be open to the public...  
Not later than seven days after the date of the session to which  
[the] minutes refer, such minutes shall be available for public  
inspection and posted on such public agency's Internet web site, if  
available, except that no public agency of a political subdivision of  
the state shall be required to post such minutes on an Internet  
website.

11. It is found that the minutes for the April 25, 2024 public hearing were not posted or publicly available for inspection until May 14, 2024, nineteen days after the public hearing was held.

12. Accordingly, it is concluded that the respondents posted the public hearing minutes twelve days late in violation of §1-225(a), G.S., as alleged by the complainant in paragraph 2(b), above.

The following order by the Commission is hereby recommended on the basis of the record concerning the above-captioned complaint:

1. Henceforth, the respondents shall strictly comply with the minutes requirements of §1-225(a), G.S.

Approved by Order of the Freedom of Information Commission at its regular meeting of April 23, 2025.

/s/ Jennifer M. Mayo

Jennifer M. Mayo

Acting Clerk of the Commission

PURSUANT TO SECTION 4-180(c), G.S., THE FOLLOWING ARE THE NAMES OF EACH PARTY AND THE MOST RECENT MAILING ADDRESS, PROVIDED TO THE FREEDOM OF INFORMATION COMMISSION, OF THE PARTIES OR THEIR AUTHORIZED REPRESENTATIVE.

THE PARTIES TO THIS CONTESTED CASE ARE:

**LISA COGGINS**, 13 Daynard Drive, Canton, CT 06019

**CHAIR, BOARD OF FINANCE, TOWN OF CANTON; BOARD OF FINANCE, TOWN OF CANTON; AND TOWN OF CANTON**, c/o Attorney Robert H. Skinner, Chief Administrative Officer, Town of Canton, 4 Market Street, P.O. Box 168, Collinsville, CT 06022 and Attorney Robert J. Granoth, Jr., FordHarrison, LLP, CityPlace II, 185 Asylum Street, Suite 820, Hartford, CT 06103

/s/ Jennifer M. Mayo  
Jennifer M. Mayo  
Acting Clerk of the Commission