



**Colchester Ethics Commission Meeting  
Tuesday, August 5, 2008  
Colchester Town Hall  
Suite 201 – 7:00 p.m.**

NANCY A. BRAY  
TOWN CLERK

2008 AUG - 7 PM 2:49

RECEIVED  
COLCHESTER, CT

**MEMBERS PRESENT:** First Selectman Linda Hodge, Rob Esteve, Tom Cleary, Genea Bell, Jackie Twedt  
**MEMBERS ABSENT:** None  
**OTHERS PRESENT:** None

1. **Call to Order:** The meeting was called to order at 7:09 p.m.
2. **Public Comment:** None
3. **Discussion of Status of new Email Addresses:** L. Hodge reported that we have one for ethics commission; individual email addresses for committee will be in place on August 6.
4. **Discussion of Possible Revisions and/or Additions to the Code of Ethics**
  - a. **System for Receiving and Addressing Advisory Opinions:**
    - How accept those requests? What are parameters?
    - Don't accept anonymous requests
    - May come in any legible form
    - Must be notarized
    - Letter of request has to provide specific details and should refer to the Code when possible but without specific names, i.e. "If ABC does XYZ, is it a violation of the code?" Be clear and concise.
    - Electronic transmission of notarized documents is acceptable.
    - If request letters don't follow rules, will return with guidelines as to how to request an advisory opinion or suggest that a complaint be filed.
    - Request will be acknowledged within 5 business days.
    - Issue will be addressed at next regularly scheduled meeting unless otherwise requested from requestor.
    - By general condenses on the above agreed parameters for letters requesting advisory opinions.
    - Tom will develop a form letter and checklist to be used to acknowledge receipt of the request. He will also develop a letter for those submission that do not meet the submission criteria.
    - Jackie will write procedures for submission of advisory request letters.
    - Linda will check with the FOI office regarding confidentiality of requests for advisory opinions.
5. **Adjourn:** The meeting was adjourned at 8:35.

Respectfully submitted,

Linda Hodge  
First Selectman