TOWN OF EAST HAMPTON

ETHICS COMMISSION

REGULAR MEETING

WEDNESDAY, JULY 15, 2015

TOWN HALL MEETING ROOM

Minutes

Present: Chairman Whitney Fielding, Vice Chairman James Valad, Kurt Comisky and Allison Mohler

Not Present: Mary Ann Meehl

**Call to Order & Pledge of Allegiance**

Chairman Fielding called the meeting to order at 6:30 p.m. in the Town Hall Meeting Room.

A motion was made by Mr. Valad, seconded by Mr. Comisky, to seat alternate Allison Mohler. Voted (3-0)

**Approval of Minutes**

A motion was made by Ms. Mohler, seconded by Mr. Comisky, to approve the minutes of the Ethics Commission meeting of June 17, 2015. Voted (3-0-1) Mr. Valad abstained as he was not present at that meeting.

**Chairman’s Communications**

None

**Discussion of Ethics Complaint Process & Forms**

Commission members reviewed proposed changes discussed at a prior meeting.

The changes are as follows:

* Complaint Form - Remove notary wording on form and instructions
* Rules & Procedures – Remove requirement for certified mail
* Recusal Guidelines - Changes as proposed by Town Attorney
* Response Letter – Include phone number to contact with questions about the process. The contact will be the Town Manager’s Office.

A motion was made by Mr. Valad, seconded by Ms. Mohler, to accept the changes as agreed on above. Voted (4-0)

A motion was made by Mr. Comisky, seconded by Mr. Valad, to amend the prior motion to include a change the wording on the Complaint Form for item #1 for grammatical purposes to “Identify the person with whom you have a complaint …” Voted (4-0).

The members discussed whether the respondent should be notified by a phone call from the Chairman of a complaint prior to receiving a letter in the mail but decided not to include that change. It was agreed that phone discussions should only be allowed to answer procedural questions.

Changes that had been proposed to the Ethics Ordinance by the Town Manager in 2013 were reviewed. It was decided to keep the quorum wording that was proposed but delete the other proposed recommendations. The Ethics Ordinance will be reviewed at the next meeting with any proposed changes, including the Recusal Guidelines, to go to the Town Council in the fall for consideration.

The August meeting will be cancelled. The next regular meeting is scheduled for Wednesday, September 16, 2015.

**Adjournment**

A motion was made by Mr. Comisky, seconded by Ms. Mohler, to adjourn the meeting at 7:30. Voted (4-0)

Respectfully submitted,

Cathy Sirois

Recording Secretary