

Minutes
Litchfield Board of Ethics
Thursday, October 25, 2012

Time: 19:00
Location: Litchfield Town Hall

Present: Bryan Simmons, Chair
Avery Jenkins, Secretary
Meredith Blake
David Luzi (Alternate)
Margaret Perusse (Alternate)

1. **Call to order:** The meeting was called to order by Mr. Simmons at 19:01.
2. **Quorum:** Including alternates, five of seven Board members were present.
3. **Reading and approval of minutes:** Mr. Luzi moved that the minutes of the of the 10/18/2012 meeting be approved. The motion was seconded by Ms. Perusse and passed unanimously.
4. **Public Correspondence:** No correspondence has been received.
5. **Policies and Procedures review:**

Mr. Simmons presented the following changes to the Policies and Procedures document:

Sec. 1(a) was revised to read: "Any resident, tax payer, agency, department, board or organization of the town may file a complaint alleging a violation of the Code of Ethics by an official or consultant, as they are defined within Section 2-202 of the Code."

Sec. 2, second sentence was revised to read: "The Code of Ethics is explicit regarding both the general and specific responsibilities concerning ethical behavior of officials and consultants within the Town of Litchfield."

Dr. Jenkins moved to approve the changes as presented by Mr. Simmons. The motion was seconded by Atty. Blake and passed unanimously.

The revised document will be given to the Town Clerk, who may then distribute it as appropriate.

6. **New Business:** No new business was brought forward.

7. Adjournment

There being no further business, Ms. Perusse motioned for adjournment at 19:13. The motion was seconded by Mr. Luzi and approved unanimously.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'A. L. Jenkins', written in a cursive style.

Avery L. Jenkins
Secretary