

Town of Litchfield

Board of Ethics
Special Meeting

12 January 2012 -- 7:00 p.m.
Town Office Building

Minutes

Board Members Present: The following members of the Board were present for the meeting: Meredith Blake, Gerald Gault, Frank Gorman, Peter Losee, William Neller, David Pavlick, and Bryan Simmons.

1. Call to Order: Bryan Simmons, Chairperson, called the meeting to order at 7:01 p.m.
2. Approval of Minutes: Upon a motion made by Mr. Gorman, seconded by Mr. Gault, the minutes of the 8 December 2011 meeting of the Board of Ethics were unanimously approved.
3. Board Members' Requests: There were no requests by the Board members.
4. Correspondence/Public Input: Mr. Simmons noted that input had been received from Ms. Lisa Losee and, in addition, from Mr. Michael Ryback, regarding the Board's Policies and Procedures. Mr. Ryback noted that only the Town Clerk or Assistant Town Clerk, a notary, or a Commissioner of the Superior Court (e.g. an attorney) could swear in witnesses during any hearing held by the Board of Ethics. This suggested therefore that the Board's Policies and Procedures, which call for witnesses to be sworn in by the hearing officer, should be revised.
5. Policies and Procedures: Mr. Simmons elaborated on the comments received regarding the Board's Policies and Procedures and presented a suggested revision. There was general discussion that a revision, that would leave unspecified who would swear in witnesses, was appropriate, with the expectation that an appropriate person would be identified to do so in the event of a hearing. Upon a motion made by Mr. Pavlick, seconded by Mr. Gorman, the proposed revision to the Policies and Procedures was unanimously approved. Mr. Simmons commented that he would make the revision, revise the date on the cover of the document, and redistribute it to the Board members, the Town Clerk, and the First Selectman.
6. Adjournment: Upon a motion by Mr. Gault, seconded by Mr. Gorman, the adjournment of the meeting was unanimously approved at 7:18 p.m.

Respectfully submitted,

J. Bryan Simmons

J. Bryan Simmons
Chairperson