

**Town of Newtown
Board of Ethics
Regular Meeting
December 1, 2016
7:30 p.m.
Newtown Municipal Center – Meeting Room #1
3 Primrose Street, Newtown, CT**

The Board of Ethics held a regular meeting on Thursday, December 1, 2016 in Meeting Room #1 at the Newtown Municipal Center, Newtown, CT. The meeting was call to order at 7:40.

Present: Jackie Villa, Chair; Joyce Murty, Vice Chair; Suzanne Copp, Tom Fuchs, and
Rev. Kristen Provost Switzer

Absent: Laurie Kilchevsky

Ms. Villa called the meeting to order at 7:40 p.m. stating that Ms. Kilchevsky was unable to attend. Arlene Miles, Clerk, was also unable to attend. Ms. Villa asked Ms. Murty to take the minutes of the meeting.

Minutes: Ms. Villa stated that the first order of business was the approval of the minutes of the regular meeting held on November 7, 2016. Having no changes to the minutes previously distributed, **Ms. Copp moved to approve the minutes of the regular meeting held on November 7, 2016. Rev. Provost Switzer seconded, and the motion was unanimously approved.**

Correspondence: There was no correspondence to be presented.

UNFINISHED BUSINESS

Review Draft of complaint form, complaint processing procedures and advisory request form/ Review –
Mr. Fuchs reported on the results of his correspondence with the Town of Brookfield’s Board of Ethics and requested comments from the members regarding the drafts of the complaint and advisory request forms and the complaint processing procedures for filing and processing a complaint. After discussion and comments, Mr. Fuchs offered to make the final changes as discussed and forward a copy to Ms. Villa.

Review and edit Q & A form. The Board unanimously agreed, upon motion by Mr. Fuchs and seconded by Ms. Copp, to table the discussion of the draft Q&A document until the next regularly scheduled meeting on January 5, 2017.

Review existing hearing procedures. The Board concluded that the hearing procedures included in the complaint processing procedures reviewed by the Board were satisfactory and were to be considered in addition to the existing “checklist” used by the Board for the order of the conduct of a hearing. No changes were made to the “checklist.”

Review adoption process. The Board determined to have Ms. Villa send the final drafts of the complaint and advisory request forms and the complaint processing procedures to the Town Attorney to confirm the adoption process. The Board agreed that once adopted, the documents would be posted on the Town website, along with the Q&A document referred to below.

NEW BUSINESS

There was no new business to be brought before the Board.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:57pm.

Respectfully submitted,
Joyce Murty