**Town of Old Saybrook**

# ETHICS COMMISSION

SPECIAL MEETING MINUTES

THURSDAY, FEBRUARY 12, 2015

The Ethics Commission met at a special Meeting on Thursday, February 12, 2015 at 6:00 p.m. at the Old Saybrook Acton Library.

1. **Call to Order:** Edward Cassella called the meeting to order at 6:06 p.m. Members present: Edward Cassella, Paula Ladd, Don Hunt and Lew Lewandowski. Mr. Casella introduced Mr. Hunt as the newest member of the Commission.
2. **Approval of Minutes:**
3. Regular Meeting Minutes, January 15, 2015 – Tabled, no quorum from previous meeting.
4. **Comments from the public:** None
5. **Old Business:**
6. **Review of Code of Ethics and “Procedures for complaints and advisory opinions” for potential revision.**

1. Mr. Cassella gave a brief update of this topic for the benefit of Mr. Hunt. Mr. Cassella continued discussion from previous meeting on adopting an internal procedure, similar to one contained in the Old Lyme Code of Ethics, allowing the Commission to do a “preliminary review” of a complaint, upon receipt, and decide whether a complaint warrants any further action by the Commission. A consensus agreed to this. Mr. Lewandowski said he would incorporate the language from the Old Lyme Code of Ethics into the Formal Complaint Procedures and present the language for the next meeting.

2. Mr. Lewandowski noted a previous recommended for shortening the filing deadline from 3 years to 1 year. Members agreed to table this discussion until after “procedures” review, as this would require a change to the Code, subject to approval at Town Meeting, vice a change to a “procedure” which falls under the purview of the Commission.

3. Ms Ladd introduced discussion of “confidentiality” as it pertains to the Formal Complaint Procedures. Present “confidentiality” applies to members of the Commission, yet a complainant may make their filing known to the media. Ms Ladd offered to review Statute and advise on applicability to Town procedures.

4. Members tabled discussion of on-line availability of complaint form due to the absence of the regular Commission secretary.

5. Mr. Cassella reminded the Commission that a former Selectman had offered to participate in the Code revision process. Mr. Cassella said he would advise the individual of the next meeting and actions to date, and invite their participation.

6. Mr. Lewandowski noted previously discussed item of making the last sentence of Formal Complaint Procedures Section 2 (A) the first sentence of Section 2 (B). Members agreed that language concerning the “preliminary review” was appropriate for Section 2 revision, and Mr. Lewandowski would provide draft revision for next meeting.

7. Further discussion was tabled until the next meeting.

1. **Update on Ethics training opportunities with CCM and Office of State Ethics for boards and commissions and town employees.**

Ms. Ladd mentioned that Connecticut Conference of Municipalities (CCM) required minimum of 25 attendees for training. Members agreed that 25 attendees should not be a problem. Ms Ladd said she would contact the CCM and try to schedule Old Saybrook for Spring 2016, after the next election cycle. Mr. Cassella said he’d advise the Board of Selectmen, accordingly.

1. **Schedule of meetings**

Mr. Hunt inquired as to timeframe for completing Procedural and Code revisions. Mr. Cassella targeted late spring, so as to allow any changes to the Code to be presented at a Town Meeting, expecting one to be called in conjunction with annual Town Budget submission.

Members agreed to Mr. Cassella’s proposal of scheduling a Special Meeting for 6:00 p.m., March 12, 2015.

1. **New Business:** None

**6. Adjournment:** **Motion:** To adjourn (Lewandowski/Ladd): **Approved.** Meeting adjourned at 6:49 p.m.

Submitted: M. J. Lewandowski, Member