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|  |  TOWN OF OLD SAYBROOK **Ethics Commission** |
|  302 Main Street • Old Saybrook, Connecticut 06475-1741 Telephone (860) 395-3123 • FAX (860) 395-3125  |

**SPECIAL MEETING MINUTES**

THURSDAY SEPTEMBER 17, 2015

The Ethics Commission met at a Special Meeting on Thursday, September 17, 2015 at 7:00 p.m. at the Old Saybrook Acton Library

1. **Call to Order:** Acting Chair Kerry Knobelsdorff called the meeting to order at 7:10 p.m. Members present: K. Knobelsdorff, P. Ladd, M. J. Lewandowski. E. Cassella joined the meeting at 7:15 pm.
2. **Approval of Minutes**
3. Regular Meeting Minutes, January 15, 2015; **Motion**: to approve (Lewandowski/Knobelsdorff): Approved (Ladd, abstain)
4. Special Meeting Minutes, May 14, 2015; **Motion**: to approve (Knobelsdorff/Ladd): Approved (Lewandowski, abstain)
5. **Comments from the Public:** None
6. **Old Business**
7. Review and finalization of proposed revisions to Code of Ethics and “Procedures for complaints and advisory opinions” for presentation to a Town Meeting: In light of upcoming Connecticut Conference of Municipalities ethics training (hosted by the Town), Mr. Cassella recommended delaying final review and action until after the training. Members voiced concurrence, and would offer the proposed changes as training material.
8. Update on improvements to Ethics Commission’s town website: Mr. Lewandowski praised Ms Knobelsdorff on the results of her consultations with Town information technology manager, Larry Hayden. All information concerning the Ethics Commission is available in one place.
9. Update on potential location of Ethics training opportunity with CCM and Office of State Ethics: Ms Ladd noted that CCM would hold training in the Grady Thomas Conference room at Acton Library on December 3, 2015, 9:00 am-Noon.
10. **New Business**

a. Receipt and review of Certified Mail from Connecticut Interlocal Risk

Management Agency (CIRMA): Certain members of the Commission had received a letter from CIRMA on previous Commission actions. Through discussion, members agreed the letter indicated that as members of a board or commission, with respect to their duties, they are “an” insured through CIRMA. However, members raised questions as to proper notification of any potentially pending actions. Mr. Cassella indicated he would discuss with other Town officials and seek clarification.

b. No other new business.

**6. Adjournment: Motion** for (Cassella/Knobelsdorrf): Approved. Meeting adjourned at 7:50 p.m.

Next scheduled Regular Meeting: October 15, 2015.

Submitted: M. J. Lewandowski