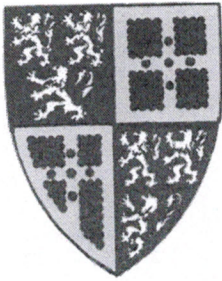


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**TOWN OF OLD SAYBROOK**  
**Ethics Commission**

302 Main Street • Old Saybrook, Connecticut 06475-1741  
Telephone (860) 395-3123 • FAX (860) 395-3125

**REGULAR MEETING MINUTES**  
**THURSDAY, JANUARY 21, 2016**

The Ethics Commission met at a Regular Meeting on Thursday, January 21, 2016 at 6:00 p.m. at the Old Saybrook Acton Library

1. **Call to Order:** Acting Chairman Lew Lewandowski called the meeting to order at 6:05 p.m. Other members present: K. Knobelsdorff, P. Ladd and D. Hunt.

2. **Approval of Minutes**

a. Special Meeting Minutes, November 19, 2015; **Motion:** to amend the meeting minutes to include the approval of the 2016 Schedule of Regular Meetings (Knobelsdorff/Lewandowski); Approved. **Motion:** to approve the minutes of 11/19/15 as amended (Lewandowski/Knobelsdorff); Approved.

3. **Comments from the Public:** None

4. **Old Business**

a. Review and finalization of proposed revisions to Code of Ethics and "Procedures for complaints and advisory opinions" for presentation to a Town Meeting:

Members discussed that the entire commission has not yet met to do a final review and approval of the proposed changes to the code to present to the town. Members would like to get additional input on the proposed changes to the code, and Ms. Ladd said she will follow up with Jackie Scott at CCM to see if CCM was able to organize the Code of Ethics training that was discussed after the 12/3/15 training, and if not, Ms. Ladd will look into setting up a meeting with the attorneys who did the CCM training.

Members discussed the possibility of adding a section on gifts to the code similar to what Old Lyme has in its code, and Mr. Lewandowski said he would obtain the federal code section on gifts and forward that to the members prior to the next meeting.

- b. Update on Ethics training opportunity with CCM and Office of State Ethics. Members discussed the value of the training that was held on 12/3/15, and that they would be interested in sponsoring additional training sessions for town officials. Ms. Ladd reviewed other relevant training sessions being offered by CCM, but none were in this area of the State. Ms. Ladd discussed one of the issues that was raised at the 12/3/15 training, which was the importance of having the town create official town e-mails for boards and commission members, which ensures better compliance with the FOIA and minimizes individual risk. Ms. Ladd recommended that the commission urge the town to look into this, and Ms. Knobelsdorff said she will contact Larry Hayden, the town's IT director, to ask if they are working on official town e-mails.

**5. New Business:** None

**6. Adjournment:** Motion to adjourn (Hunt/Ladd): Approved. Meeting adjourned at 6:50 p.m.

Next regular meeting is scheduled for Thursday, April 21, 2016 at 6:00 p.m. at Acton Library.

Submitted: Kerry Knobelsdorff