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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 DECEMBER 1, 2016

The Ethics Commission met for a Special Meeting on Thursday, December 1, 2016 at 7:00 p.m. at the Old Saybrook Acton Library

1. **Call to Order:** Chair Cassella called the meeting to order at 7:03 p.m. Members present: K. Knobelsdorff, M. J. Lewandowski, P. Ladd.
2. **Approval of Minutes**
3. Regular Meeting Minutes, October 20, 2016; **Motion:** to approve (Cassella/Lewandowski): Approved
4. **Comments from the Public:**  None
5. **Old Business**
6. Review and vote on the changes to the procedures for handling complaints and advisory opinions

Mr. Cassella will send the revised drafts of the changes to the procedures and the proposed amendments to the Code of Ethics to the Selectmen’s office for review. He expects to get comments before the Ethics Commission’s regular meeting on January 19, 2017.

The members present discussed whether or not to require mailings by certified mail with return receipts. It was agreed that proof of receipt was needed due to the statute of limitations and because of the deadlines required by the complaint procedures, so the sections regarding filing of complaints, receipt of complaints and review of complaints were revised accordingly.

Members reviewed all other proposed changes for consistency and clarity and made several corrections as a result.

Members discussed the proposed new section 23-5 to the Code regarding gifts, and Mr. Cassella recommended a technical revision which the members agreed on.

Mr. Cassella will send the corrected drafts to the Selectmen’s office and to the Town attorney and Attorney Kari Olsen and ask them to respond with comments. The commission will vote to forward the proposed amendments to the Board of Selectmen at the Ethics Commission’s next regular meeting on January 19, 2017, unless the commission receives feedback that requires further discussion.

**5. New Business**

a. Set Schedule of Regular Meetings for 2017:

The Commission’s Regularly Scheduled Meetings in 2017 will be on:

Thursday, January 19, 2017 at 6:00 p.m.

Thursday, April 20, 2017 at 6:00 p.m.

Thursday, July 20, 2017 at 6:00 p.m.

Thursday, October 19, 2017 at 6:00 p.m.

**Motion:**  to adopt the schedule of regular meetings as presented (Lewandowski/Ladd): Approved.

**6. Adjournment: Motion** for (Lewandowski/Knobelsdorff): Approved. Meeting adjourned at 7:55 p.m.

Next scheduled Special Meeting: January 19, 2017

Submitted: K. Knobelsdorff