



TOWN OF OLD SAYBROOK

Ethics Commission

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SPECIAL MEETING MINUTES THURSDAY NOVEMBER 9, 2017

The Ethics Commission met at a special Meeting on Thursday, November 9, 2017 at 7:00 pm at the Old Saybrook Acton Library

1. **Call to Order:** Chair E. Cassella called the meeting to order at 6:04 pm. Members present: K. Knobelsdorff, P. A. Ladd, M. J. Lewandowski.
2. **Approval of Minutes**
 - a. Regular Meeting Minutes, January 19, 2017;
Motion (Cassella/Knobelsdorff): **Approved.**
 - b. Regular Meeting Minutes, July 20, 2017: no quorum of members present at previous meeting
3. **Comments from the Public:** None
4. **Old Business**
 - a. Review and discuss all feedback and comments received from consulting attorneys on the proposed revisions to Code of Ethics and “Procedures for complaints and advisory opinions.”

Chair indicated that Town Counsel expressed interest in insuring that language in Code of Ethics is consistent with Chapter 12 of the Town Code (Conflicts of Interest), but Chair had not received a written response. Chair also expressed desire to have changes voted on by end of calendar year and proposed follow-up Special Meeting for December.
Consensus of members present indicated December 14, 2017 at 7:00 pm as best date.
 - b. Use of Town email addresses by Commission.

Mr. Lewandowski discussed emails to and from Town Information Technology (IT) director concerning the topic. IT director mentioned that State Freedom of Information Act requirements prohibit conduct of Commission business outside the meeting format. Atty. Knobelsdorff mentioned that at an earlier meeting on changes to the Procedures for Filing Complaint/Seeking Advisory Opinion, Ethics Commission decided not to include electronic means as a method of communication. Mr. Lewandowski mentioned the only functions the Secretary uses email for is to note posting of agenda and minutes, and

schedule reminders, change in time, or change in venue. As such, Mr. Lewandowski moved the matter concerning use of Town email addresses be closed.

Motion (Lewandowski/Knobelsdorff): **Approved.**

- c. Input for biennial letter on Code of Ethics to persons governed by the Code:

Atty. Ladd provided a list of bulleted items for consideration in such a letter. The Commission noted the appropriateness of this issue's timing, as the recent election led to many "new" members of Town boards and commissions, and providing a copy of the Code of Ethics with a letter could heighten overall awareness. After further discussion, Atty. Ladd agreed to draft a letter to cover topics including (1) who is covered by the Code, (2) conflicts of interest and incompatible employment, (3) where and when to get advice on actions subject to restrictions or prohibitions (Advisory Opinion), and (4) where to find more information on the Town Code of Ethics and the Ethics Commission.

5. New Business

- a. The Commission plans to continue with the schedule of Regular Meetings on the third Thursday of the first month of each quarter. However, the time will change from 6:00 pm to 7:00 pm, with meetings planned for a meeting room at Acton Library. 2018 Schedule:
Thursday, January 18, 2018, 7 pm Thursday, April 19, 2018, 7 pm
Thursday, July 19, 2018, 7 pm Thursday, October 18, 2018, 7 pm.

Motion to approve 2018 Regular Meeting schedule: (Ladd/Knobelsdorff): **Approved.**

6. Adjournment: **Motion** for (Lewandowski/Knobelsdorff): **Approved.** Adjourned at 7:35 pm.

Next scheduled Special Meeting: December 14, 7:00 pm.

Submitted: M. J. Lewandowski