



TOWN OF OLD SAYBROOK

Ethics Commission

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SPECIAL MEETING MINUTES THURSDAY JANUARY 17, 2019

The Ethics Commission met on Thursday, January 17, 2019 at 7:00 pm in the Town Hall 2nd floor conference room.

1. **Call to Order:** Chair E. M. Cassella called the meeting to order at 7:11 pm.
Members present: K. E. Knobelsdorff, M. J. Lewandowski.
2. **Approval of Minutes**
 - a. Regular Meeting Minutes, July 19, 2018:
Motion (Lewandowski/Knobelsdorff): **Approved.**
3. **Comments from the Public:** None
4. **New Business:**
 - a. Election of officers: After initial discussion, moved to continue existing roles of E. M. Cassella, Chair and M. J. Lewandowski, Secretary.
Motion (Lewandowski/Knobelsdorff): **Approved.**
 - b. Adopt Regular Meeting schedule: M. J. Lewandowski noted that increased Acton Library meeting room use did not allow availability for all 2019 tentative regular meeting dates. Instead, Town Hall 2nd floor conference room was available, and proposed change in location, and extend schedule into January 2020 as follows:

ETHICS COMMISSION REGULAR MEETING SCHEDULE
2nd Floor Conference Room, Old Saybrook Town Hall – 7:00 PM

April 18, 2019
July 18, 2019,
October 17, 2019
January 16, 2020

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

- c. Accept additional item, reimbursement for expense, as new business:
Motion (Lewandowski/Cassella): **Approved.**
- d. Reimbursement of expense:

To Submit Finance Director \$53.28 copying expense for reimbursement to M. J. Lewandowski (Code and Procedures revisions updates).

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

5. Old Business:

- a. Continued review and discussion of feedback, comments, and previous Commission discussion on proposed revisions to Code of Ethics and “Procedures for complaints and advisory opinions.”
 - 1) Conducted item-by item review of text modifications, tracked changes, and refinements. Secretary to update/clean up final version for full Commission review and adoption.
 - 2) Renewed discussion of “Procedures for complaints and advisory opinions,” readdressed time-line and phasing of procedures. Secretary to add “Advisory Opinion” text from existing pamphlet (page 12) that was left blank in revision document.
- b. Vote on proposed revisions to Code of Ethics and “Procedures for complaints and advisory opinions:” Tabled to first meeting once commission receives finalized, proposed changes. (including possible Special Meeting to expedite project completion). No action taken.

6. Adjournment: Motion (Cassella/Knobelsdorff): **Approved.** Adjourned at 8:36 pm.

Next scheduled Regular Meeting: Thursday April 18, 2019, 7:00 pm. 2nd floor conference room, Old Saybrook Town Hall.

Submitted: M. J. Lewandowski