

**RECV'D: Office of the Town Clerk
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**DRAFT MINUTES
DURHAM ETHICS COMMISSION
JANUARY 24, 2010**

- I. **Meeting was called to order** by Ellen Piotrowski at 7:00. Roll was called:
Present: Ellen Piotrowski, Jennifer Fowler, Linda Maffei. Bob Fulton arrived after roll was called. **Absent:** Dave Adams, Bruce Chaplin, Bob Fulton, Pat Kupcho.
- II. **Approval of the Agenda.** Jen Fowler moved, and Linda Maffei seconded, that the Agenda be approved. Without discussion, the Agenda was unanimously approved.
- III. **Clarification of January, 2010 meeting dates.** It was noted that the Agenda presented and approved on January 27, 2010 has a typographical error listing the date as January 28, 2010 instead of January 27, 2010.
- IV. **Approval of the Ethics Commission meeting minutes of January 27, 2010.** Bob Fulton requested two changes: In Section VI, language stating that an advisory opinion request should be resubmitted in “proper” form should be changed to “official” form. Also, in Section VIII, Bob Fulton requested that “no response” from the First Selectmen be changed to “has not identified a candidate.” With these changes, Jen Fowler moved, and Ellen Piotrowski seconded, that the minutes from January 27 be approved. This motion passed unanimously.
- V. **Public Comment.** It was noted that there were no members of the public present.
- VI. **Discussion of the Durham Ethics Commission matters.** The Commission reviewed draft letters and forms for content and clarity.

Letter DEC LTR 5A: No change.

Letter DEC LTR 5B: Although specific reasons for denying jurisdiction would be available in the Commission minutes, it was felt that we should also indicate the reason in the concluding paragraph of the letter to the Complainant.

Letter DEC LTR 5C: Atty. Forsyth suggested that the second paragraph, second line, read: “based on all the facts presented,” not “facts present.”

The sixth paragraph should read “Connecticut General Statute Section 1-82a (a) and (b).

Paragraph four should read “Commission’s”, not “Commissions”.

The last full paragraph should have commas between date, time, and place.

The RE: clause should spell out the full name of the Durham Ethics Commission. This change should be made throughout all correspondence.

The address listed at the end of the letter for the DEC should be on three lines. This change should also be made for all correspondence.

Letter DEC LTR 6A: In the second paragraph, “the case will sealed” should be “the case file sealed.”

Letter DEC LTR 6B: The last paragraph should be reworded to read: “Having determined that there is probable cause of a violation of the Code, please be advised that further deliberations....”

Letter DEC LTR 6C: In the first paragraph, the words “if you have violated” should be replaced by “if a violation of the Durham Code...”.

Letter DEC LTR 8A: Atty. Forsyth suggested that paragraph three should begin “In accordance with the Code, the Commission has...”. Also, the words “to be made” should be deleted.

Letter DEC LTR 8B: Paragraph three should begin “In accordance with the Code, the Commission has...”

Letter DEC LTR 9A: Paragraph two should spell out the full name of the Commission. The address listed should be on three lines. The final full paragraph should eliminate the word “your” from privacy rights.

Letter DEC LTR 9B: Paragraph three should eliminate the word “your” from privacy rights. Paragraph four should end at the words “submitting your request.”

Letter DEC LTR 9C: The full name of the Commission should be inserted in the RE: clause.

Questions arose regarding the Advisory Opinion Letter, and whether the Commission could request additional information, if necessary. It was felt that there was enough flexibility to do so, although a re-submitted request would be assigned a new DEC case #.

The tracking sheet was reviewed, and Ellen Piotrowski will try to fit all information on one sheet if possible. She will also add the name of the case manager, and references to the letter codes. She will try to merge the checklist and the tracking sheet.

Although it was felt we would work together on the initial complaints and/or advisory opinions as to the deadlines and Commission responses, members will handle future submissions in turn.

VII. Discussion of Advisory Opinion Requests. Bob Fulton presented members with two advisory opinion requests he had received. He will send out DEC LTR 9A letters to both requestors, and we will prepare to discuss these at our next meeting.

VIII. Old Business. None.

- IX. **New Business.** Bob Fulton has obtained a post office box for the DEC. He and Ellen Piotrowski will have keys. DEC members have been asked to check the box for contents at regular intervals.

Bob Fulton asked that members submit vacation/travel times to him.

- X. **Adjourn.** Upon a motion by Linda Maffei, seconded by Jen Fowler, the meeting was adjourned, no discussion, unanimously, at 8:18 P.M.

Respectfully submitted,

Linda Maffei, Secretary, Durham Ethics Commission