

DRAFT MINUTES

DURHAM ETHICS COMMISSION

JANUARY 27, 2010

- I. **Meeting was called to order** by Bob Fulton at 7:00. Roll was called:
Present: Ellen Piotrowski, Jenn Fowler, Linda Maffei, Bob Fulton.
Absent: Dave Adama, Margie Stahl, Bruce Chaplin.
- II. **Approval of the Agenda.** On a motion by Jen Fowler, seconded by Ellen Piotrowski, the agenda as presented was approved unanimously.
- III. **Approval of Ethics Commission meeting minutes of December 298, 2009.** On a motion by Ellen Piotrowski, seconded by Jenn Fowler, the minutes from December 28, 2009 were approved unanimously.
- IV. **Public Comment.** It was noted that there were no members of the public present.
- V. **Discussion of Durham Ethics Commission matters.** Margie Stahl has submitted her resignation from the Commission for personal reasons. It was accepted with regret, noting with appreciation her service to this group.

Bob Fulton reported that he had requested from Town hall that The forms for making a complaint and requesting an advisory opinion be placed on the Town web site along with the Code of Ethics, all under the Ethics Commission section.

Letters in response to complaints and advisory opinions to be sent by the Commission have previously been produced in draft form. Jenn Fowler agreed to review these drafts and finalize them.

Ellen Piotrowski presented a complaint and advisory opinion tracking form in Excel which, when the first date for an event is entered, will project all future deadline dates. We will utilize this program to maintain the schedule as set forth in the Code. We will also develop a similar program to determine that all items required as part of a complaint or advisory opinion per the code are submitted in proper fashion.

- VI. **Advisory Opinion Request.** A request submitted by email by the First Selectman for an advisory opinion was rejected with an advisement to resubmit the request on the proper form.
- VII. **FOI Discussion.** Attorney Duncan Forsyth reviewed a memorandum regarding a potential conflict between the requirement in the Code of Ethics to maintain confidentiality when making a determination of probable cause and FOI. After discussion, the Commission agreed that we would proceed according to the Code requirements as approved.
- VIII. **Old Business.** In response to a question, Bob Fulton responded that to date there has been no response from the First selectmen regarding the filing of empty positions on the Commission.
- IX. **New Business.** With the resignation of Margie Stahl, who was secretary, Jenn Fowler nominated, and Ellen Piotrowski seconded that Linda Maffei fill the Secretary position. This motion passed unanimously.
- Bob Fulton indicated that Town Hall will arrange for a post office box to be obtained for the Commission. He stated that he is requesting two keys so that the Vice-Chair could also obtain mail in the event of the Chair's unavailability.
- X. **Adjourn.** Ellen Piotrowski moved, and Linda Maffei seconded, that the meeting be adjourned. By a unanimous vote, the meeting adjourned at 7:40.

Respectfully submitted,

Linda Maffei, Secretary