

Board of Ethics Commission

Regular Meeting

March 2, 2015

Members present: Pam Childs, Jules D'Agostino and Michael Barry

1. **Called to Order:** 7:00

2. **Roll Call**

3. **Approval of Meeting Minutes**

Motion made: 1st Mike Barry 2nd Jules D'Agostino
All in Favor

4. **Public**

None

5. **Old Business**

The Commission discussed the proposed policy given to the selectmen, and will put any more discussion of the policy on hold until a decision is made by the selectman to move forward.
The Commission continue will use the current policy .

Discussion about the Administrative time –frame worksheet
Changes were made based on the Board of Ethic procedures.

The time frame worksheet will be used as procedure guide for the Commission members when
a complaint is filed.

While going through the procedures several changes were made.

#3 added words..... Be invited to a meeting of the Board ***within thirty days, to submit.....***

Motion Made: 1st Mike Barry 2nd Jules D'Agostino All In Favor

#4 Removed the last two sentences changed 3 business days to **7** business days.

Motion made: 1st Mike Barry 2nd Pam Childs All In Favor

#6 removed the last sentence and replaced it with:

If the Board determines the respondent has violated the provision of this code it shall file a
recommendation for action with the appropriate authority or supervisor.

Motion made: 1st Mike Barry 2nd Jules D'Agostino All In Favor

6. New Business

The April 8th training at Griswold Town Hall will be attended by Mike Barry and Jules D'Agostino.

7. Adjournment 8:20

Motion made: 1st Mike Barry 2nd Jules D'Agostino
All in Favor

Brooklyn Ethics Commission
Administrative Time Frame worksheet

Situation

Time frame

Date

The attached complaint was received by the Brooklyn Town Clerk on _____

Preliminary review of complaint
response required

within 30 days

OR

Regular meeting

Special meeting

No action required

complainant is notified

forthwith

Registered mail

Certified mail

Comments:

Further Action is warranted

Action Required	Time Frame	* Date
<i>Set next meeting date</i>	within 30 days	_____
<i>Notify BOTH complainant And respondent By certified mail</i>	72 hours prior to meeting date *	_____
<i>Notify after said meeting date if dismissed</i>	no later than 7 BUSINESS DAYS*	Dismissed _____

Comments:

Probable Cause

Situation

Time Frame

Date*

If probable cause is determined, the respondent violated a provision of the code, then a hearing will be held

within 30 days*

^ hearing date_____

Witness Subpoena

10 days prior to hearing ^

Name and address required

Conclusion of hearing

The Board shall make its
Decision/ summary of finding

within 14 days of ^
