

Board of Ethics Commission

Regular Meeting

November 2, 2015

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

Called to Order: 7:00

Roll Call

Approval of Meeting Minutes:

October 5, 2015

**Motion made:** 1st John Harris 2<sup>nd</sup> Michael Barry  
All in Favor

Public:

None

Old Business:

John asked Pam about the complaint form on the website. Pam looked into having the format download made easier, but Melissa said that the format is correct on the website. Although the form is not exactly what the commission wanted, they agreed that all the information is correct and that the form would work.

New Business:

The Ethics training seminar presented by CCM was held 10/8 2015. Pam, Mike and Jules went to the training. They felt the training was informative and discussed some key points. It was decided to include a reference to the state laws governing ethics in the proposed policy.

Adjournment:

8:05pm

**Motion made:** 1<sup>st</sup> Mike Barry 2<sup>nd</sup> 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:

1.

## Further Action is warranted

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

Comments

**2.**

## 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 Name and address required	<b>10 days prior to hearing</b> ^	_____
Conclusion of hearing The Board shall make its Decision/ summary of finding	within 14 days of ^	_____

**3.**

**The Brooklyn Ethics Commission**  
**4 Wolf Den Road PO BOX 356**  
**Brooklyn, Ct 06234**

Date:

To:

The Ethics Commission, after the preliminary review of your complaint, has concluded that the allegations of your complaint do not constitute an Ethics violation.

Sincerely,

Ethics Commission By\_\_\_\_\_



**The Brooklyn Ethics Commission**  
**4 Wolf Den Road PO BOX 356**  
**Brooklyn, Ct 06234**

Date:

To:

After the preliminary review of your complaint, the Ethics Commission has concluded that further consideration of the allegations of the complaint is required. Therefore we are scheduling a meeting on\_\_\_\_\_, at \_\_\_\_\_ o'clock At the\_\_\_\_\_.

At this meeting you may submit such additional evidence as the Board shall deem relevant and the Respondent will have the opportunity to reply to the complaint. You may be accompanied by legal counsel. Cross examination or argument by counsel shall not be permitted at this stage of the procedure.

Sincerely,

Ethics Commission By\_\_\_\_\_

**The Brooklyn Ethics Commission**  
**4 Wolf Den Road PO BOX 356**  
**Brooklyn, Ct 06234**

Date:

To:

At the meeting held \_\_\_\_\_, the Ethics Commission, upon further review, has determined that there is no probable cause of a violation. Therefore, this complaint has been dismissed.

You may have the right to appeal this decision in court by consulting an attorney.

Sincerely,

Ethics Commission By \_\_\_\_\_

**The Brooklyn Ethics Commission**  
**4 Wolf Den Road PO BOX 356**  
**Brooklyn, Ct 06234**

Date:

To:

At the meeting held \_\_\_\_\_, the Ethics Commission, upon further review, has determined that there is probable cause of a violation. Therefore, a hearing will be held for the purpose of deciding what action by the Board is appropriate.

You may be represented by legal counsel.

Hearing Date: \_\_\_\_\_ at \_\_\_\_\_ o'clock

At the \_\_\_\_\_

Sincerely,

Ethics Commission By \_\_\_\_\_

