

Board of Ethics Commission

Regular Meeting

July 6, 2015

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

Called to Order: 7:00

Roll Call

Approval of Meeting Minutes-June 1,2015

Motion made: 1st Michael Barry 2nd John Harris
All in Favor

Public

None

Old Business

There is still no rescheduled Ethics seminar. The state is still working on statewide Ethics revisions.

The Auditors for the town of Brooklyn brought the Ethics Commission to Mr. Ives attention and the commission is hopeful that the Selectmen will revisit the proposed revised ordinance to keep the Ethics Commission moving forward.

New Business

1. Meetings for the rest of the year will continue to be monthly, when there is a quorum.
2. A citizen of Brooklyn asked for the form to file a complaint to be available online on the Brooklyn website. Pam will check with Melissa to see if they can be made available. The Forms to file a complaint will still have to be hand delivered to the town clerk once they are filled out.
3. Discussion on Agenda items. It was concluded that executive session should be included on the monthly agendas.
4. If there are any interested Brooklyn residents that may want to serve on the Ethics Commission please let Pam Childs know.

Adjournment 8:07

Motion made: 1st Mike Barry 2nd John Harris
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	10 days prior to hearing ^	_____
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 _____

