

DRAFT

MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING OF THE TOWN OF FAIRFIELD ETHICS COMMISSION

The annual organizational meeting of the Town of Fairfield Ethics Commission was held on Thursday December 13, 2012 in Sullivan Independence Hall at 5:00pm.

Attending: Martha Brooks, Tom Drew, Jill Kelly, David Schmidt and Debbie Zieff

Also attending: Cristin McCarthy-Vahey and Eileen Kennelly

Selectman McCarthy-Vahey convened the meeting at 5:01.

1. Introductions

2. Election of a Chair, Vice-Chair and Secretary

| | |
|-------------------------|---------------|
| Nominated Chairman | Tom Drew |
| Nominated Vice Chairman | David Schmidt |
| Nominated Secretary | Martha Brooks |

Nomination made by Jill Kelly
Seconded by Debbie Zieff

Vote 5-0-0

3. Review of Ethics Commission's Role and responsibilities

Eileen Kennelly provided copies of the Town Charter and the Town Code with the portions relevant to the Ethics Commission. During the discussion it was determined that the Ethics Commission has not adopted any regulations specific to the Fairfield Ethics Commission.

There is no budget for the Ethics Commission. If it becomes necessary to obtain any resources it was suggested that the Town Attorney should be contacted.

4. Review of FOIA and Roberts' Rules

Eileen Kennelly provided an outline of a Freedom of Information Act Seminar. During the discussion it was noted that the Ethics Commission is a unique government body: First, only the annual organizational meeting is a regular meeting. Second if the commission receives a complaint or request for an opinion it

is a special meeting. Additionally, meetings are confidential unless or until there is a finding of probable cause.

Eileen Kennelly reminded everyone that we couldn't communicate through email on any issues regarding the Commission except organizational questions. The concern is that it may be an illegal meeting.

5. To discuss and act upon a decision regarding how the public can directly contact Commission members.

A brief discussion was held. It was determined that we would like additional time for discussion.

6. To discuss a preliminary proposal for an ethics workshop for elected and appointed officials of the Town of Fairfield.

David Schmidt provided a handout that we will discuss at our next meeting.

It was decided that we would like to have another meeting in one month's time to continue discussing items five and six on our agenda.

The next meeting will be held on Tuesday January 15, 2013 at 5:00 pm. The Chair will arrange a room and send the agenda to the Town Clerks office.

David Schmidt had to leave.

The next regular meeting of the Ethics Commission will be December 12, 2013.

Debbie Zieff made a motion to adjourn the meeting, seconded by Tom Drew.
Vote 4-0-0.

The meeting was adjourned at or about 6:30pm.

Respectfully submitted

Martha Brooks, Secretary