



TOWN OF HAMDEN

Final/Approved 08 03 2021

Board of Ethics

Meeting Recording:

Board of Ethics Regular Mtg June 1 2021

Access Passcode: Y6Z+fE%t

Minutes: *The Board of Ethics, Town of Hamden held a regular meeting at 7:00 p.m. on Tuesday June 1, 2021 via virtual Zoom; the following issues were discussed:*

Attending: Philip G. Kent, Chair; Jean Larson; Ann Pari; and Ellen Rosenthal. Excused: Edward Simon. Also in attendance: Patrice LeMoine, Clerk for the Board.

- 1. Call to order:** Mr. Kent called the meeting to order at 7:03 p.m.
- 2. Approval of minutes:** Chairman Kent entertained a motion to approve the minutes of the April 20, 2021 special meeting. A **motion** was made by Ms. Rosenthal to approve the minutes as presented. Ms. Pari seconded the motion and the chair called for a vote:

P. Kent	aye	E. Rosenthal	aye
J. Larson	abstain	A. Pari	aye

The motion passed by a three to one vote.

- 3. Correspondence:** Mr. Kent noted no correspondence has been received; however, he received a verbal inquiry, which he will present later this evening.
- 4. New Business:**
 - a. Complaint Timeline Overview –** Ms. Larson presented a draft overview and noted a few changes in red. This document will replace the 2014 document that is posted. The Board thanked Ms. Larson for her work to updating the timeline, and Ms. LeMoine will forward the final document to post on the Hamden website.

Ms. Rosenthal inquired if the overview is clear to anyone maybe not familiar with the terminology, i.e., respondent and complainant. Ms. Larson agreed to provide definitions and will forward to Ms. LeMoine.

- b. Charter Revision Commission – Mr. Kent has not received information or updates from the Charter Revision Commission. Ms. Parson inquired if the Board of Ethics will be required to attend the orientation and training session. Mr. Kent believes this may apply to new members of the Board. He also noted the State may have information of the requirements.
- c. Mr. Kent received an informal inquiry from a member of the legislative council. There is the possibility of the Town merging two roles, and the council is asking if this maybe a conflict of interest. The Town is considering one employee to be the director of Economic Development and Planning and Zoning. He confirmed, no complaint was received, but it is more of a concern and if there is an ethical issue for one person to carry the two roles.

5. Old Business: Nothing to present.

6. Executive Session: No purpose to go into session.

Before the August meeting, the Town will distribute instructions to returning to in-person meetings. The Board would like to return to in-person meetings and when necessary, then hold meetings via Zoom. There is the question of holding hybrid meetings for guests or members of the public to attend to join via Zoom while the Board meets in-person. Ms. LeMoine will share any communication from the Town Clerk when available.

7. Adjournment: Chairman Kent requested a motion to adjourn the meeting. At 7:27 p.m. Ms. Larson moved to adjourn, which was seconded by Ms. Rosenthal. All were in favor.

Submitted by:

s/ Patrice A. LeMoine

Clerk for the Board of Ethics

TOWN OF HAMDEN BOARD OF ETHICS

Complaint Timeline Overview

Complaints received by the Board of Ethics go through a process of review. This document outlines the steps included in that process.

- 1. Complaint received by Board of Ethics**
- 2. Board**
 - a.** Considers and rejects complaint **OR**
 - b.** Appoints Investigating Officer or Board Tribunal to determine need for probable cause hearing.
- 3. If need for probable cause hearing is determined**

Notice is sent to the respondent (person about whom the complaint is made) within 10 business days of determination.
- 4. Probable cause hearing is scheduled**

Two weeks or more after notice is sent to respondent (must be held within 60 calendar days)
- 5. Upon determination of probable cause hearing**

Notice to complainant (person making the complaint) and respondent within 3 business days.
- 6. If a probable cause is determined**

Hearing on the merits within 30 to 60 calendar days.
- 7. If a violation is found**

Notice to supervisory authority within 60 calendar days; disciplinary action within 30 calendar days.

References:

Hamden Ethics Commission Rules and Regulations
Article 1.2 Duties and Powers
Section 1.2.2 Complaints

Article 1.3 Confidentiality and Publication of Findings
Article 1.4 Commission Proceedings