

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



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www.waterfordct.org

Waterford Ethics Commission
Special Meeting
Tuesday, October 24, 2023, 7PM
Louise Appleby Room

Agenda - Revised 10/11/2023

1. Call to Order
2. Attendance
3. Correspondence
4. Approval of the minutes:
 - a. Regular Meeting July 11, 2023
 - b. Special Meeting August 10, 2023
5. Report from the Chair
 - a. Update on records work
 - b. Review of draft Annual Report
 - c. Proposed schedule of meetings for the upcoming year:
 - January 2, 2024
 - April 2, 2024
 - July 2, 2024
 - October 2, 2024
6. Review of Ethics Timeline
7. New Business
8. Old Business
9. Executive Session for the purpose of addressing correspondence.
10. Adjournment

ATTEST:
Steph J. Lawrence
TOWN CLERK

2023 OCT 12 | A 9:39

RECEIVED FOR RECORD
WATERFORD, CT

DRAFT

Waterford Ethics Commission
Annual Report
July 1, 2022 - June 30, 2023

The Waterford Ethics Commission held its required four meetings in fiscal 2023. The Commission received no new complaints during the fiscal year.

Membership of five regular members and two alternates was maintained in full throughout the year in spite of expiration of the terms of three members. In February Marty Zeldis reached the maximum years he could serve and Paul Helvig was appointed as a Regular Member in his place. Elizabeth Ritter remained as Chair.

The Commission held several special meetings for the purpose of reviewing and cataloging its records stored in the Town Hall. The files contain both records that are available to the public and records that are to be kept confidential and are not available to the public. Security was discussed with the Town Clerk and the decision was made to keep the key to the cabinet in the Town Clerk's office where access would be controlled. In the past, the key had been kept in the custody of the Commission Chair. The cataloging work is ongoing.

Respectfully Submitted,

Elizabeth Ritter, Chair

Ethics Timeline - Waterford Code of Ordinances 2.50.070

The Commission's receipt of a complaint marks the beginning of the timeline.

Within 7 days of receipt of complaint: Commission notifies the respondent of the complaint.

Within 10 days of notification of the respondent: Respondent may issue a response.

Within 90 days from notification of the respondent: Commission conducts a preliminary investigation of the validity of the complaint.

- Commission may, upon notification of the parties, take longer than 90 days
- Commission must officially mark the termination of the investigation

Within 3 business days of the termination of the investigation: Commission notifies all parties of the investigation result.

- If no probable cause is found the complaint is dismissed and all records are kept confidential. The respondent may request that the complaint and opinion be made public at this point in time.

Within 5 business days of a finding of probable cause: Commission makes all records of the complaint and investigation public. The investigation records only may be held confidential for up to 14 additional days for the purpose of reaching a stipulated agreement.

Within 10 days of receipt of notification of a finding of probable cause: Respondent may waive their right to a public hearing.

Within 30 days of the issuance of a waiver of the respondent's right to a public hearing: Commission issues its determination of probable cause.

Within 30 days of the public issue of the complaint, investigation, and finding of probable cause and in the absence of a waiver of public hearing: Commission holds a public hearing.

Within 10 days of closure of the public hearing: Commission issues its public decision.

Note: Notifications are to be made by registered or certified mail.
Unless otherwise stipulated, "days" means calendar days

7/12/2023