

MINUTES OF NORWICH ETHICS COMMISSION MEETING  
January 9, 2017

MEMBERS PRESENT

Robert Ballard  
Christopher Dixon  
Kathryn Lord  
Carol Menard  
Gregory Schlough

MEMBERS ABSENT

None

ALTERNATES PRESENT

Anthony Black

OTHERS PRESENT

Recording Secretary Melinda Wilson  
Attorney Paul R. McCary

1. Call to order: Carol Menard, Chair, called the January 9, 2017 meeting to order at 5:00 PM.
2. Determination of Quorum: It was determined a quorum was present.
3. Approval of Minutes: On a motion by Greg Schlough, seconded by Kathryn Lord, the minutes of January 3, 2017 were approved as presented. Mac Ballard abstained due to non-attendance at the January 3, 2017 meeting.
4. Citizen Comment: None
5. New Business: None
6. Old Business:

Advisory Opinion Review: Carol Menard handed out copies of the draft advisory opinion. The commission members reviewed the document. She mentioned the last paragraph needed to be adjusted to match the actual motion. Chris Dixon moved to adopt the draft as written subject to changing last full paragraph to match the minutes of the January 3, 2017 meeting. Greg Schlough seconded the motion. The motion passed unanimously.

Public Hearing Procedures: Carol reported on a meeting she held with Attorney Michael Driscoll in regards to the procedures for the public hearing. The City Clerk's office will record the public hearing. The City Clerk will swear in the respondents; it will be sworn testimony. The proceedings will begin with a history the Ethics Commission and of these cases. Attorney Driscoll had said the attorneys for the respondents could each speak briefly. The hearing will last for one and a half hours, have one ten minute break, and continue for another one and a half

hours. The hearing will continue on another night, if necessary, to complete the question and answer period.

Carol reported that the commission can call in anyone who they feel can give relevant answers or request additional documents to be presented at the public hearing. Kathryn asked how the process of requesting persons or documents worked. Carol said the commission would put the request in writing and send a letter. An attorney could formulate a document to answer questions if that was needed.

Carol asked the commission members if they wanted additional documents or witnesses. Chris said the hearing itself may bring to light the need for additional witnesses or documents. He suggested inviting the complainants and offering them opportunity to speak. Greg suggested requesting the members of the Norwich Public Utilities Board of Public Utilities Commissioners to be present for questions.

The documents relevant to the cases need to be assigned exhibit numbers and copies need to be made for the City Clerk's office to be added to the case files. Kathryn volunteered to take care of the documents. Attorney McCary asked how many copies of documents to supply at the hearing. Carol suggested five copies for the commission members and one for the record.

Carol said there is no need for a decision on the night of the public hearing. The commission will have time to re-read documents. A separate meeting will be held to make a determination as to whether a violation occurred. At that time, the commission can have an executive session to determine their proposed actions.

Carol asked the commissioners to please forward hearing questions to her.

7. Adjournment: On a motion to adjourn by Chris Dixon, seconded by Kathryn Lord, the Ethics Commission adjourned at 5:16 PM.