



TOWN OF ENFIELD  
820 ENFIELD STREET  
ENFIELD, CT 06082

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ETHICS COMMISSION  
**MINUTES (AMENDED)**  
REGULAR MEETING

*Date: Monday, July 27<sup>th</sup>, 2020*

*Time: 7:00pm*

*Location: Town Hall – Front Entrance*

1. CALL TO ORDER

A Regular Meeting of the Ethics Commission of the Town of Enfield was held outside the Front Entrance of Town Hall, located at 820 Enfield Street, Enfield, Connecticut, on Monday, July 27<sup>th</sup>, 2020. The Meeting was called to order at 7:18pm by Chairman Kober.

2. ROLL CALL

Present were Commissioners; Chairman Philip Kober, Leigh-An Boyer, Carl Swenson, Elizabeth Ellery, and Joel E. Cox, Jr. Absent were Commissioner (Alternate) Jennifer A. Bakowski and Staff Liaison Steven Bielenda.

3. ANNOUNCEMENTS

Chairman Kober welcomed the Commissioners in attendance. Chairman Kober highlighted State and Local directives relating to the Declaration of Public Health and Civil Preparedness emergency due to the COVID-19 pandemic. Chairman Kober noted that meetings are authorized to be conducted by alternate means such as videoconference and the Commission can exercise these practices if business items so require.

4. REVIEW PREVIOUS MINUTES

Chairman Kober presented the Commission with the minutes of the last Regular Meeting held on January 27<sup>th</sup>, 2020 and opened the floor to any discussion or motion. A motion made by Commissioner Swenson, seconded by Commissioner Boyer, was made to approve the minutes. A voice-vote carried, and the minutes were declared accepted.

5. ACTION ITEMS

a. Form Revisions

- i. Chairman Kober presented the Commission with proposed versions of the new "Complaint" form and the "Request for Advisory Opinion" form.
- ii. The Commission reviewed and discussed the proposed changes. The Commission concurred with the proposed updates as well as the intent to keep the forms clear and concise. Commissioner Cox inquired if the Commission should have Town Attorney review the forms. Chairman

Kober stated this is not required as the forms are governed by internal procedure in conjunction with the ethics ordinance, however, it is a good idea to acquire an informal legal opinion on them prior to utilization.

- iii. Chairman Kober presented a motion to approve the revised forms, to take effect after the documents were converted to a fillable PDF form and a legal review was done by the Town Attorney. A voice-vote carried, and the revised forms were declared approved with a pending effective date.

b. Elect Officers (*Tabled on 11/25/2019*)

- i. A motion by Commissioner Kober, seconded by Commissioner Boyer was made to remove this item from the table. A voice-vote carried, and the item was returned to the floor for discussion and any further motion.
- ii. Chairman Kober reported that currently two officer vacancies exist for the positions of “Deputy Chair” and “Secretary.” Chairman Kober further stated that his term as “Chair” will expire with the conclusion of his term on 10/31/2020. Chairman Kober stated he would like to have a vote conducted prior to his term expiration for a new Chair to take effect at that time to ensure continuity.
- iii. The Commission discussed the roles and responsibilities of the positions and who may best serve in each capacity. The Commission agreed the need to fill these vacancies but did not present any nominations.
- iv. A motion by Commissioner Boyer, seconded by Commissioner Swenson, was made to re-table this action item, and add it to the Agenda for the next Regular Meeting. A voice-vote carried and Chairman Kober declared this item as being returned to table.

## 6. GENERAL BUSINESS

a. Training

- i. Chairman Kober stated that two training sessions previously planned for March/April were cancelled due to the COVID-19 pandemic. These sessions would have addressed Freedom of Information and State Ethics.
- ii. Chairman Kober stated he will look to reschedule these workshops for September/October, at Town Hall, if conditions permit.

## 7. MISCELLEANOUS

Chairman Kober opened the floor to any miscellaneous business items or discussion topics that required the Commission’s attention. No items or topics were presented. Chairman Kober stated the next Regular Meeting is scheduled for September 28<sup>th</sup>, 2020.

## 8. ADJOURNMENT

A motion made by Chairman Kober, seconded by Commissioner Ellery, was made to adjourn. A voice-vote carried, and the meeting stood adjourned at 8:04pm.