

Ethics Committee Meeting Minutes - *Approved*  
Date: Sept 12, 2012

The meeting began at 7:30 pm in the Town Hall Conference Room.

Members attending: Richard Rubenstein, Joan Landzberg, Aviah Pierson and Laurie Noonan

1. Regular Business:

- a. Attendance was noted.
- b. Minutes from the April 24, 2012, July 25, 2012 and August 15, 2012 meetings were reviewed and approved by a majority of the members.

2. President's Comments:

- a. Rich called the Open meeting to order.

3. New Business:

- a. The Board of Ethics members revised the draft letter to be sent to the Town Board notifying them of all officials who have not completed the Disclosure form for the current year.
- b. Laurie agreed to prepare the revised letter to the Town Board prior to the next meeting.
- c. The members present reviewed sample internal rules and procedures regarding minimum attendance requirements for Board of Ethics members, how to handle e-mails, forms, notifications to the members and to the Town Board, etc.
- d. Draft Guidelines for the Board of Ethics were developed to be revisited at the next meeting.
- e. The scheduled dates for future meetings were verified with the members present.

Next Steps:

The next meeting was tentatively scheduled for Weds. Oct. 10th, at 7:30pm in the Town Hall Conference Room.

The meeting adjourned at 9:00 pm.

Minutes submitted by Laurie Noonan