GREENWICH BOARD OF ETHICS
Minutes of Regular Meeting on December 7, 2021

Members Present: Paul de Bary, Chair, Jennifer Paul Cohen, Secretary, Rev. Stephanie Johnson, Robert Sisca
Members Absent: Robert Grele
Others Present: None

The meeting was called to order at 5:33 P.M. by the Chair, who noted that a quorum was present and that the agenda for the meeting had been provided to all the members, posted online and posted in Town Hall in accordance with Freedom of Information Act requirements.

The Chair had distributed a draft of the minutes of the Board’s meeting on September 14, 2021, and the Acting Secretary had distributed a draft of the minutes of Board’s meeting on November 1, 2021. After review, there were no further revisions requested to the draft minutes. The Chair then moved for adoption and the minutes of both the September 14, and November 1, 2021, meetings of the Board were unanimously approved. The adopted final minutes are attached to these minutes as Exhibit A.

The next item on the agenda was the election of the Secretary. The Chair moved that Jennifer Paul Cohen be elected as Secretary and the motion was approved unanimously. The Chair then reviewed the role of Secretary and suggested that a meeting be scheduled with the Town Clerk to review policies and procedures. The Board also discussed the updated Member Handbook distributed to members by the Chair.

The Chair then reported on the positive feedback received from the Land Use Agencies following the Chair’s presentation of Safe Harbor policies at the meeting on November 1, 2021. Feedback from the Chairs of Planning and Zoning Commission and the Historic District Commission indicates that adoption of the Safe Harbor policies will be discussed at upcoming meetings.

The next item on the agenda was consideration of reports concerning possible violations of the Code of Ethics. Under State law and the Board’s Statement of Procedures, such considerations were required to be done confidentially until the Board makes a determination that there is probable cause to
believe that a violation of the Code has occurred. Accordingly, at 6:26 PM a motion to adjourn into executive session was unanimously approved. At 6:32 PM a motion was made to leave executive session.

The Board then reviewed the next agenda item, i.e. the proposed schedule of regular meetings for 2022. Upon agreement to a schedule, the Chair proposed that the schedule be adopted and hearing no objection the motion was adopted unanimously. The meeting schedule for 2022 is attached as Exhibit B. The Chair will file the schedule with the Town Clerk prior to the first regular meeting, but in no event later than January 31st in accordance with FOIA requirements (FOIA Section 1-225)(b), SP Section 3 (A)).

Following this discussion, there was no further business before the Board and the meeting was adjourned by unanimous consent at 6:47 P.M.

Respectfully submitted,

[Signature]

Jennifer Paul Cohen
Board of Ethics, Secretary
MINUTES OF THE MEETINGS HELD ON 9/14/21 AND 11/1/21

were approved in final form at a previous meeting and are not included to avoid meta-duplication.
Exhibit B

Town of Greenwich

Board of Ethics

Regular Meeting Schedule for 2022

The Board of Ethics has adopted the following meeting schedule for its regular meetings during the 2022 Calendar Year:

- **February 2nd, 2022**
- **April 6th, 2022**
- **June 8th, 2022**
- **September 7th, 2022**
- **December 7th, 2022**

Board of Ethics Meetings are usually held at 5:30 P.M. at Town Hall, but may be held electronically in accordance with the Board's Statement of Procedures and Rules of Conduct. For specific information concerning the location and time of each meeting, please consult the Town Facilities Calendar. Special and emergency meetings of the Board of Ethics may be scheduled upon notice to the Town Clerk, which will be posted in accordance with the requirements of the Connecticut Freedom of Information Act. That Act requires notices for special meeting to be filed with the Town Clerk and posted on the meeting page of the Town's web site at least 24 hours before the meeting, but does not require notice of emergency meetings where the emergency is justified. Agendas for regular and special meetings are also required to be filed in the office of the Town Clerk and posted on the Board's web site at least 24 hours in advance.

Electronic copies of agendas may be subscribed to on the Town’s website for no charge. Any person who files a written request, and agrees to pay reasonable charges as described below, will be sent copies of notices of regular and special meetings at the time they are filed with the Town Clerk. Any such request must specify the e-mail, fax or physical mailing address to which the copy of the notice is to be given and will be effective for one year from the date of filing. A renewal request may be filed during January of each year. The cost of this service will be: 1) for e-mail notification - $25, 2) for fax notification - $50, or 3) for 1st class mail notification - $100. Persons making such requests should enclose a valid check drawn on a solvent account and made payable to “Town of Greenwich” for the required amount with the request sent to the Town Clerk. The request should be mailed or delivered to the Town Clerk at...
Town Hall, 101 Field Point Road - Greenwich, CT 06830. A copy of the request should be sent to the Secretary of the Board of Ethics at the same address.