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ATTEST: *Erica Casper*
TOWN CLERK

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Legislation & Administration Committee of the RTM
Meeting Minutes
July 20, 2026 | 6:30PM
Board of Education Conference Room, 2nd Floor, Waterford Town Hall

Members Present: Erica Casper, Mary Childs, Emmeline Franklin, Paul Goldstein, Danielle Steward-Gelinas

Members Absent: None

1. Confirmation of Quorum and Call to Order

Chair Erica Casper called the meeting to order at 6:30pm.

2. Public Comment

None.

3. Consideration and Action on Minutes of the June 15, 2026 Committee Meeting

Motion by Danielle Steward-Gelinas, seconded by Emmeline Franklin to approve the minutes.
Voice vote unanimous in favor.

4. Review of Matters Currently Referred to the Committee

a. Review of Ethics Ordinance 2.50 (RTC 10/7/24)

The committee focused first on revisions to the confidentiality provisions of the Ethics Ordinance. Members discussed how to protect the integrity of the Ethics Commission's probable cause investigation while avoiding unintended consequences that could allow complaints to be dismissed too easily. After reviewing language from other Connecticut municipalities, the committee generally agreed to revise the ordinance so that a breach of confidentiality by the complainant would result in dismissal of the complaint, while preserving the respondent's ability to waive confidentiality through a written request. The committee also agreed to add language requiring separate complaints when allegations involve more than one individual.

The committee agreed that the ordinance should provide clearer guidance while preserving the Ethics Commission's ability to exercise discretion where appropriate. Members concluded that

additional work on key definitions would benefit from the participation of the town attorney at the next meeting before final recommendations are developed.

The group discussed whether language regarding abstention from voting on department-related budgets should be included in the ordinance. No consensus was reached, and the issue requires further consideration.

Next Steps

- Prepare a draft of the ordinance with proposed revisions in tracked changes
- Add language requiring separate complaints for allegations involving more than one individual
- Revise the confidentiality provisions to clarify that:
 - a complainant's breach of confidentiality would result in dismissal of the complaint;
 - confidentiality is expected to be held by the Ethics Commission
 - language from comparable municipal ordinances will be used where appropriate
- Continue reviewing definitions related to financial interest, substantial conflict of interest, and immediate family
- Invite the town attorney to attend the next meeting to assist the committee in developing clearer definitions and provide legal guidance on proposed ordinance language before revisions are finalized.

b. Review how RTM considers recommendations for committee assignments (RTC 6/6/22)

Committee agreed to hold off on discussion of this item until a future meeting.

5. Future Meeting Schedule

No tentative date set; Casper will reach out to Attorney Kelly to find times that she is available

6. Adjournment

Motion by Franklin, seconded by Steward-Gelinas to adjourn. Voice vote unanimous in favor.
Meeting adjourned at 8:11pm.

Submitted by: Erica Casper

Chair, Legislation & Administration Committee of the RTM