

State of Connecticut  
Department of Administrative Service  
State Marshal Commission  
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W. Martyn Philpot, Jr., Esq.  
Chairperson

Douglas Rinaldi  
Administrative Manager

STATE MARSHAL COMMISSION MEETING  
October 15, 2014 (Special Meeting)

Members present; W. Martyn Philpot, Jr., Esq. by teleconference call; Michael Cronin, Esq.; Sarah Fryxell, Esq., Vincent Mauro, Jr., by teleconference call and Robert P. LaTorraca; Also present were Ex-Officios Marshal Lisa Stevenson and Thomas Burke (non-voting members), Administrative Manager Douglas Rinaldi, Staff Attorney Jennifer Y. Montgomery and Marshal Margaret LaBranche (not voting). Hon. Elizabeth Bozzuto, Joel I. Rudikoff, Esq. and Mildred Torres-Ferguson were not present.

Chairperson W. Martyn Philpot, Jr., Esq. called the meeting to order at 10:47 a.m.

First Business:

1. Minutes

The August 28, 2014 meeting minutes were adopted, by a vote of 5-0, after a motion by Vincent Mauro Jr., seconded by Vice Chairperson Michael Cronin, Esq.

New Business:

The Commission, after a motion by Vice Chairperson Michael Cronin, seconded by Robert P. LaTorraca, voted 5-0 to add an agenda item to the public portion of the agenda for discussion entitled "Audit Policy."

2. State Marshal Exam

Administrative Director Douglas Rinaldi updated the Commission about the state marshal exam. There were 259 applicants for the exam, and of those applicants, 140 individuals passed the exam. Letters went out to the applicants regarding their scores. At the next Commission meeting, there will be a discussion regarding the number of vacancies per county.

3. Audit Policy

Administrative Director Douglas Rinaldi updated the Commission about the new Audit Policy and circulated a copy of the policy. Commission staff revised the draft since the last meeting and provided it to Marshal Lisa Stevenson for review. Mr. Rinaldi informed the Commission that the Audit Policy provides for all marshals who operate a client fund account to submit to the Commission a detailed reconciliation of their account. This requirement stemmed from a recommendation by the Auditors of Public Accounts. Mr. Rinaldi asked the Commission for permission to disseminate the updated audit policy. The Commission, after a motion by Vincent Mauro Jr., seconded by Vice Chairperson Michael Cronin, voted 5-0 to adopt the new audit policy and circulate it to the marshals.

The Commission after a motion by Vice Chairperson Michael Cronin, seconded by Robert P. LaTorraca, voted 5-0 to enter executive session. The individuals present included those listed above with the exception of Marshal LaBranche.

The Commission, after a motion by Vincent Mauro Jr., seconded by Vice Chairperson Michael Cronin, voted 5-0 to return to the public record. No votes were taken in executive session.

#### 4. Complaints

The Commission, after a motion by Vice Chairperson Michael Cronin, seconded by Robert P. LaTorraca, voted 5-0 to dismiss the following files:

File No.	Name
13-51	Cinotti/Ackley
13-55	Gordon/Wolfe
14-32	Kearney/Cappiello, Jr.

The Commission, after a motion by Vice Chairperson Michael Cronin, seconded by Robert P. LaTorraca, voted 5-0 to find probable cause in the below noted files and assign them to an Oversight Committee for hearings:

13-72	Kiernan-Manning/LaBranche
13-79	Kiernan-Manning/LaBranche
14-21	Murray/Cappiello, Jr.
14-22	Pio/Plamondon
14-23	Bolden/Marinan

The Commission, after a motion by Vice Chairperson Michael Cronin, seconded by Vincent Mauro Jr. voted 5-0 to stay the following matter pending resolution of a civil matter involving the parties and underlying allegations in the complaint.

14-14	Sass/Plamondon
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The Commission, after a motion by Vincent Mauro Jr., seconded by Vice Chairperson Michael Cronin, Esq., voted 5-0 to adjourn the meeting at 11:21a.m.