

Town of Guilford  
Board of Ethics  
Meeting Minutes  
December 7, 2017

Members Present Chairman Deborah Daddio, Aaron Hershman and Paul Chello  
Excused: Barbara Hemming

**Chairman Daddio called the meeting to order at 4:37.**

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**1. Approval of September 7, 2017 Meeting Minutes**

**Motion:** Upon a motion by Commissioner Aaron Hershman and seconded by Commissioner Paul Chello, it was unanimously voted to approve the September 7, 2017 minutes as written.

**2. Old Business**

- Vice Chairman Wilson and Chairman Daddio met with the Director of Human Resources, Mitch Goldblatt, to follow up on disseminating the code of ethics to town employees. Mr. Goldblatt confirmed that his office distributes the Code of Ethics to full time, part time and seasonal employees and has them sign an acknowledgement of receipt.
- Chairman Daddio also confirmed with Traci Brinkman that all Commission Members are provided with the code of ethics and sign an acknowledgement of receipt.
- Chairman Daddio read a letter from Jason Beaudin, Assistant Superintendent who confirmed that the BOE has NOT been distributing the code of ethics to its employees and boards. He is planning to implement a 3 step process:
  1. Education the Unions
  2. Distribute the Code of Ethics to all employees
  3. Receive receipt of all acknowledgments.
- Chairman Daddio met with In-House Counsel, Pam Millman regarding Ethics and the Purchasing Process. Chairman Daddio reviewed Item #4 of the bid package documentation with the Commission implemented in purchases over \$25K. The Commissioners will review the wording and will discuss it at the next Board of Ethics meeting scheduled for March 8, 2018. At that time the question of Ethics applied to purchases under the \$25K cutoff will also be discussed.
- Commissioner Paul Chello spoke with Chief Jeff Hutchinson regarding the letter sent to residents from the Police Department regarding ethics. Commissioner Paul Chello suggested to the Chief a rewording of the letter and a review with the In-House Counsel.

### 3. New Business

- 2018 Meeting Schedule
  - The dates of March 8, 2018; June 7, 2018; September 6, 2018 and December 6, 2018 were reviewed.

**Motion:** Upon a motion by Commissioner Aaron Hershman and seconded by Commissioner Paul Chello, it was unanimously voted to approve the 2018 meeting schedule.

**Motion:** Upon a motion by Commissioner Paul Chello and seconded by Commissioner Aaron Hershman, it was unanimously voted to approve moving agenda item 5: Election of Officers to item 4 on the agenda.

### 4. Election of Officers

**Motion:** Upon a motion by Commissioner Paul Chello and seconded by Commissioner Aaron Hershman, it was unanimously voted to approve retaining current officers for 2018:

- Deborah Daddio – Chairman
- Kenneth Wilson – Vice-Chairman
- Barbara Hemming – Secretary

### 5. Request for Advisory Opinion

- A resident's letter and Chairman Daddio's response was reviewed with the Commission.

**Motion:** Upon a motion by Chairman Deborah Daddio and seconded by Commissioner Aaron Hershman, it was unanimously voted to go into Executive Session at 5:00 pm.

**Motion:** Upon a motion by Chairman Deborah Daddio and seconded by Commissioner Aaron Hershman, it was unanimously voted to exit Executive Session at 5:39 pm.

**Motion:** Upon a motion by Paul Chello and seconded by Commissioner Aaron Hershman, it was unanimously voted to render an advisory opinion.

**Motion:** Upon a motion by Chairman Deborah Daddio and seconded by Commissioner Paul Chello, it was unanimously voted to adjourn the meeting at 5:41 pm.

Respectfully Submitted:

*Sally J. Berezowskyj*

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Recording Secretary