

Town of Guilford
Board of Ethics
Meeting Minutes
June 7, 2018

Members Present: Chairman Deborah Daddio, Barbara Hemming, Aaron Hershman and Ken Wilson

Excused: Paul Chello

Chairman Daddio called the meeting to order at 4:36

1. Approval of March 20, 2018 Meeting's Minutes:

Motion: Upon a motion by Commissioner Barbara Hemming and seconded by Commissioner Aaron Hershman, it was unanimously voted to approve the March 20, 2018 minutes. Commissioner Ken Wilson abstained from the vote regarding the March 20th minutes as he was not at the meeting.

2. Old Business:

- Chairman Daddio met with in-house Counsel Pam Millman again regarding bids under 25k. They discussed potential ways to notify vendors in the category of their obligations to comply with the Code of Ethics. Pam Millman suggested that the Board of Ethics can add a line to the back of the purchase order. Aaron Hershman will draft language to include in the terms and conditions on the purchase order.

3. New Business:

- A letter from Michael Ayles was read seeking an advisory opinion on a potential conflict of interest. His company is submitting an RFQ for providing services to the Town and Mr Ayles is on the Board of Finance and liaison to the Standing Building Committee. Discussion of the request followed.

Motion: Upon a motion by Commissioner Ken Wilson and seconded by Commissioner Barbara Hemming, it was unanimously voted that there is no conflict with Antinozzi Associates submitting a response to the RFQ for services to the town. The Board also recommends that Mr. Ayles immediately disclose to the Board of Finance that his firm is submitting an RFQ, and recuse himself from any Board of Finance or Standing Building Committee discussions regarding same. The Board further recommends that Mr. Ayles comes back to seek an advisory opinion in the event his firm is selected to participate in the RFP process.

Motion: Upon a motion by Commissioner Deborah Daddio & seconded by Ken Wilson, it was unanimously voted to adjourn the meeting at 5:32pm

Respectfully Submitted,

Paula Wilson

Recording Secretary