

APPROVED MINUTES

Board of Ethics

January 20, 2011

Members Present: Nancy Arnold, Anthony Fappiano, Ken Wilson, Arthur Benson and Fred
Brisbois

Staff Present: Sarah Judge, Secretary of Record

The meeting opened at 4:32pm

Approval of December 2, 2010 minutes:

*Upon a motion by Commissioner Wilson, seconded by Commissioner Brisbois
it is voted to approve the December 2, 2010 minutes as amended.*

Public Forum:

n/a

Discuss potential revisions to existing code of ethics:

Review of changes made from the prior meeting.

Discussion regarding nepotism

-review of handouts regarding nepotism

-scu.edu article and Glastonbury Employee Handbook

Commissioner Brisbois - we need to check if Human Resources has any documents or wording in regards to nepotism and if so, our code needs to be in agreement with it.

Commissioner Benson – I will check on this and speak with Mitch Goldblatt.

Commissioner Fappiano – a written policy may help keep the process remain proper.

Commissioner Benson- influence can vary

Commissioner Wilson – I do think there needs to be a nepotism section included but we do need to know what Human Resource’s policy is. Having a policy will at least encourage people to “stop and think” and do it by the book.

Commissioner Fappiano- does this relate to Boards/Commissions?

Commissioner Benson – it relates primarily to paid people. It is important that the normal recruitment and/or examination process is followed.

Commissioner Fappiano – it isn’t up to us to determine what the normal hiring process is.

Commissioner Wilson – it is up to the Human Resources Director.

Commissioner Benson – how about: ‘no official shall exert influence and/or favoritism in hiring town employees as all town employees must be hired in accordance with normal recruitment and/or selection process.’

Commissioner Brisbois – maybe include awarding of contracts.

Commissioner Benson – should we use “nepotism & favoritism” as a heading?

Commissioner Arnold – I am not in favor of using the term favoritism, it is redundant.

Will use “nepotism and undue influence”

Commissioner Wilson – I would like to include something along the lines of “The purpose of this is to avoid misuse of authority and/or position.

Commissioner Arnold – should we include “family” in the section regarding nepotism?

Commissioner Benson – nepotism can be more than family. In regards to contracts, how about: ‘no official

shall exert undue influence in awarding purchase orders or contracts.’

Confidentiality in regards to the complainant

Commissioner Brisbois – we want people to feel comfortable coming forward with ethical issues.

Commissioner Wilson – maybe provide an avenue to come in for ‘review’ first then proceed if necessary.

Commissioner Benson – we can go into executive session to protect confidentiality if necessary.

Commissioner Wilson – maybe a person could come before the board in public forum to get an opinion and then can file a formal complaint if needed.

Commissioner Fappiano – there are instances where we receive completely anonymous complaints.

Commissioner Brisbois – there is a difference between anonymous and confidential.

Commissioner Arnold – we don’t have regularly scheduled meetings therefore people wouldn’t be able to always come during public forum.

Commissioner Benson – work on 31-6, C-H for the next meeting.

Commissioner Fappiano – we need to get the word out on the existence of the code.

Commissioner Wilson – many employees do not know about the Board of Ethics. And the Freedom of Information Act may come into play with some of what we do.

Next meeting February 17, 2011 at 4:30pm.

Need to review the scope of the Board.

Also look at getting information out.

Commissioner Fappiano – we could do a feature article with the Courier and GCTV.

Then with no further business before it, upon a motion by Commissioner Wilson, seconded by Commissioner Arnold it was unanimously voted to adjourn the meeting of the Board of Ethics at 6:15pm.

Respectfully submitted,

Sarah Judge - Recording Secretary