

## APPROVED MINUTES

Board of Ethics

Meeting

September 16, 2014

---

Members Present: Arthur Benson, Nancy Arnold, Anthony Fappiano, Deborah Daddio and Ken Wilson

The meeting was called to order at 5:05pm.

### **Approval of April 22, 2014 meeting minutes:**

*Upon a motion by Commissioner Wilson, seconded by Commissioner Arnold, it was voted to remove the approval of 4/22/14 minutes from the table. Commissioner Wilson then moved to approve the minutes and Commissioner Arnold seconded it. The motion was approved, with Commissioners Fappiano and Daddio abstaining.*

### **Approval of prior meeting minutes:**

*On a motion by Commissioner Fappiano, seconded by Commissioner Daddio, it was voted to accept the June 5, 2014 minutes **as amended**. Commissioner Wilson abstained.*

### **Update of Activity since last meeting:**

Commissioner Benson reported that the distribution of the new Code of Ethics to employees and new commissioners and committees is going well.

Commissioner Benson recapped his follow-up on previous inquiries regarding Town policy governing the use of Town-owned vehicles and the borrowing of tables and chairs by Town employees for personal use. He reported that HR Director Mitch Goldblatt was not aware of such a policy; however, Town Attorney Pam Millman thought she had seen one somewhere and tracked down an old Personnel Policy Manual which was supposed to have been distributed to all Town employees but was not provided on a consistent basis. Commissioner Benson obtained a copy of the Personnel Policy Manual and reported that on p.24, **Town Property**, the use of Town property for any use is prohibited; p.27-28, **Town**

**Automobiles**, delineates an all-inclusive instruction for when town vehicles may and may not be used.

Since no request for an Advisory Opinion or Complaint was filed, no further action by the Board of Ethics was required. Benson was asked by Mitch Goldblatt and the First Selectman to meet with all Public Works employees and the non-clerical Park and Rec. employees, to explain the revised Code of Ethics and to request their acceptance of it. Jim Portley, Mitch Goldblatt and a Teamster Union Rep. were also in attendance. The employees signed off on the Code at the conclusion of the meeting.

Commissioner Benson noted that the First Selectman has the authority to make exceptions to these policies on a case to case basis. The Human Resources Department is working on an updated Personnel Policy Manual. Commissioner Benson will keep apprised of any revisions to the Manual as they may impact the Code of Ethics, however, it is the responsibility of the managers to enforce the existing Personnel Policy Manual which remains in force until such time as it is replaced with an updated version.

Commissioner Wilson requested that members of the Board of Ethics receive a copy of the current Manual and Commissioner Benson agreed to provide them.

### **New Business:**

The next meeting will be held in early December and is the Annual Meeting where officer elections will take place. Commissioner Benson asked Commissioner Daddio to mentor the election. There are three positions currently held as follows: Chairman, Arthur Benson; Vice-Chairman, Deborah Daddio; and Secretary, Kenneth Wilson.

### **Ethics Hypothetical Discussion:**

Commissioner Fappiano presented a complaint about a potential conflict of interest by a Board of Selectmen liaison to the Standing Building Committee, with the power to award contracts, allegedly having a personal relationship with a contractor doing business with the Town. After clarifying questions and discussion, it was recommended that the Town official

disclose any personal relationship and recuse herself from the decision-making process because of the potential for conflict of interest and the appearance of a conflict.

Next meeting will be held the first week of December. Commissioner Benson asked Commissioner Wilson to prepare the ethics hypothetical.

There being no further business before it, it was voted to adjourn the meeting of the Board of Ethics at 6:24pm.