



BOARD OF ETHICS
SHELTON, CT
SPECIAL MEETING – MAY 16, 2007

MINUTES

Call To Order/Pledge of Allegiance

Chairman Davis called the meeting of the Board of Ethics to order at 7:15 p.m. in Room 104 at Shelton City Hall. The Pledge of Allegiance was recited.

Roll Call

Maria Davis, Chairman – present
Christine Robinson – present
Byron Peterson – arrived at 7:40 p.m.

1. Accept the Minutes of the Special Meeting of April 11, 2007

Motion was made by Christine Robinson, seconded by Maria Davis to accept the minutes of the Special Meeting of April 11, 2007. Passed unanimously **2-0**.

2. Accept Letter from Al da Silva dated April 11, 2007

Christine Robinson moved to accept the letter from Al da Silva dated April 11, 2007. Maria Davis seconded. Passed unanimously **2-0**.

The letter is attached to the minutes.

Mr. da Silva states that he will not participate in any discussion for the Avalon applications or The Huntington Development Group application as his family's companies have partial interest in the land being purchased for these projects.

3. **Continued Discussion of Proposed Ethics Ordinance**

Mrs. Robinson reviewed with Chairman Davis what changes were made at last month's meeting.

Mrs. Robinson said Mr. Peterson will be bringing with him a document, the Annual Disclosure Form, that he was able to manipulate on his computer and then we can add or delete to fit the City of Shelton. Chairman Davis noted she was able to bring tonight a similar document from her husband's place of business and it is a yes and no format as well.

Motions to Recess & Reconvene

Christine Robinson moved to recess this meeting until Mr. Peterson arrives. Maria Davis seconded. Passed unanimously **2-0**.

Meeting stops at 7:21 p.m.

Mr. Peterson arrives at 7:40 p.m.

Christine Robinson moved to reconvene the meeting. Byron Peterson seconded. Passed unanimously **3-0**.

Meeting reconvenes at 7:44 p.m.

Mr. Peterson passed out a draft Conflict of Interest and Disclosure Questionnaire.

Mr. Peterson explained he reviewed different documents to put together a draft. He explained that the last two pages contain explanatory notes.

The Board reviewed Mr. Peterson's draft document.

Mr. Peterson noted a correction in the first paragraph should read “In Compliance with the City’s **code**,” not policy.

Mrs. Robinson suggested in the document it says “the City.” Should we be saying the “City of Shelton?” Mr. Peterson stated that Note B under Explanatory Notes could be expanded.

Mrs. Robinson said it says if yes, give details. Where do you want them to give details? Mr. Peterson stated he can make a wider space. Chairman Davis said if they can’t fit it in the wider space, they can write on the back or attach it. If it gets attached, the documents may get lost.

Mrs. Robinson asked do you feel this should start off with the name of the individual, department, title, etc. or put it on the back on the document? Mrs. Robinson said the St. Vincent’s Hospital document has name and title and definitions first. Chairman Davis agreed it’s better with the name on the front for filing purposes. Mrs. Robinson agreed and suggested to include the definitions on page one and then let the last page be the signature. Mr. Peterson agreed and will make the document two sided.

Mr. Peterson said in Item 3 I left blank the value amount. The Board reviewed and decided it should be “**\$40.00 in total**” from any organization.

Mr. Peterson asked, under Item 3, if we have a need to put in the line “Did you purchase any goods or services at more than a \$_____ discounts...” Chairman Davis stated I think it’s a valid question.

Mr. Peterson commented like a commissioner walks in and gets a large discount on a purchase of someone who maybe doing business with the city. It makes it look like you could be a recipient of services for the position. Mrs. Robinson asked do we need to put in a dollar amount? Just take out the dollar amount. It should read, “Did you purchase any goods or services at a discount from fair market value from any of such businesses (do not report discounts available to the public in general?)”

The Board decided to **remove the last sentence of Item 3**, “Entertainment in the normal course of business and not in an extravagant style need not be reported.

Chairman Davis read Item 4 and asked who might this apply to? Mr. Peterson said I see this more of an employee or maybe an elected official.

Mr. Peterson said I added Item #5 because I have had these situations from a business standpoint. The Board agreed to keep it.

Mr. Peterson asked the clerk how many people are responsible for handling all of our insurance for the city? Mrs. Burke replied you have your Director of Personnel and then you have your Human Resource Assistants. One handles most of the benefits and the other assistant handles testing for positions. We also have a company that we employ to negotiate. Mr. Peterson clarified, you have a broker. The clerk agreed. Mr. Peterson asked, and the insurance on the vehicles? The clerk answered that would be through our Purchasing/Finance Department – Risk Management. Benefits Department takes care of pensions.

The Board review Items 6, 7 & 8. Mr. Peterson noted in Item 8 the city does bonding with financial institutions.

Mrs. Robinson stated that on this document you can have the name of the individual, department, title and then **insert a statement saying “be sure to read explanatory notes A- E before filling out this questionnaire.”** Then you can leave the explanatory notes on the back.

Mr. Peterson said leave the personal information up front and then take the first two paragraphs and put them below the name and then the statement to read the explanatory notes.

Mrs. Robinson said what I like about St. V’s Disclosure Form is at the end this affirmation and then followed by the signature.

Mrs. Robinson asked what about the Confidentiality Agreement? Mr. Peterson asked does the City have any kind of a confidentiality

agreement? For employees? Elected Officials? Board of Aldermen? The clerk could not recollect anything with a confidentiality agreement. Chairman Davis checked through the charter.

Mrs. Robinson states for example, someone works in Town Clerk's Office and the neighbor across the street comes in and is looking to do whatever. The employee shouldn't tell the neighbor on the other side of the street that so and so came in. It's nobody's business. It's public information once documents are filed.

Mr. Peterson will try to adapt a Confidentiality Agreement for this Conflict of Interest Disclosure Form.

Mr. Peterson said we want to give the Board of Aldermen a document that is tight, that defines the code of conduct and also holds people accountable. The Board agreed with Mr. Peterson. Mrs. Robinson said we are trying to make this document short and sweet - the yes or no. For most people it's going to be "no." Mr. Peterson said and if it's yes, you are given an opportunity to define it. If anything ever comes up, they can say they reported it.

Mr. Peterson said to the Board to look at this again. I can e-mail it to everybody.

Chairman Davis said we have to remember when we present this to say it's not a big deal. Mr. Peterson agreed that this is easy to answer and should be no conflict and if there is a conflict, they'll tell you and recognize it. Chairman Davis said and if there is a conflict, it might not necessarily be an issue.

Mrs. Robinson questioned who is going to do all of this? Mr. Peterson said it might make it easier for the city to handle if you have, say, three people – one for this group, one for that group, and one for that group. It's not such a big problem.

Chairman Davis said the only other thing was family members, which is Note C. Mrs Robinson said you are referencing your draft family member. To be consistent I think it should say "**immediate family.**" So anywhere you see family member change it to immediate family to keep the verbage the same.

Chairman Davis said in your list you have a son-in-law or daughter-in-law. I don't have a problem with including that in our ordinance. The Board agreed to add this to our proposed ordinance on Page 7, No. 3.

Mr. Peterson read under Note C, Item (9). Mrs. Robinson said in the ordinance it says dependent. I like individual better. The Board agreed it should read, **“Any other individual who maintains the same residence as you.”** Take out “related to you.” Then make the proposed ordinance coordinate with Conflict of Interest/Disclosure Form.

Next Meeting:

The next meeting of the Board of Ethics will be held at its regular date of Thursday, June 7, 2007 at 7:00 p.m.

Adjournment

Christine Robinson moved to adjourn the meeting. Byron Peterson seconded. Motion passed unanimously **3-0**.

The Special Meeting of the Board of Ethics adjourned at 8:25 p.m.

Respectfully submitted,

Cyndee Burke, Clerk

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