

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



Board of Ethics
July 12, 2005
7:00 PM – Dr. Primus Room

AGENDA

1. Call to Order
2. Public Comment
3. Old Business
 - a) Update on potential meeting with other municipal Board of Ethics
4. New Business
 - a) Election of Officers
 - b) Review March 2003 proposed amendments to sections 2-30 (c) and (d)
5. Staff Report
6. Minutes of Preceding Meeting
 - a) *April 12, 2005
7. Adjournment

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.



First in Connecticut. First for its citizens.

Date: July 9, 2005
To: The Board of Ethics Members
From: Peter Souza 
Subject: Code of Ethics Processes/Procedures

As requested at the last Board of Ethics meeting, the Town Manager's office has attempted to contact a number of municipalities to see if Windsor's Board of Ethics members could attend a regular scheduled meeting to discuss processes relative to receiving and handling citizen complaint. Most of these boards do not meet on a regular basis. Below is the progress of those contacts.

Manchester: Have tried three members on this board several times with no return phone calls. According to staff the board meets at the call of the Chair.

Newington: This board has not met in 5-6 years. The chair does not anticipate a meeting in the near future unless a complaint arises.

South Windsor: Town Council standing committee – left voice mails for two members on this board and have not yet received a return phone call.

Vernon: The last meeting was in May 2005, however, they did not have a quorum at the time and no definite date has been reached for a new meeting.

Bristol: This board has not met in at least one or two years. They meet only when an issue arises and do not meet to rotate their officer positions. They do meet to reappoint membership, which is every three years if no other issues have been brought forward for their review.

Meriden: This board has not met in one year. While speaking to a member of this board, there was mention of a possible meeting in the very near future regarding a complaint.

If it is still the desire of the Board, staff can request a special meeting. Attached is a grid outlining individuals contacted from each town and the status thus far.

<g:/data/town mgr's office/agendas/ethics/7-12-05-memo for meeting with other BOE>

TOWN	CONTACT	TITLE	PHONE NUMBER	STATUS
MANCHESTER	Anne Campbell Maxwell	Chair	649-0281	left several messages - no return call
	Joy Dorin	Member	646-7751	left several messages - no return call
NEWINGTON	Bradford Fenn	Chair	666-4463	Spoke to Mr. Fenn - see notes
SOUTH WINDSOR	Deb Fine	Member	528-8874	left several messages - no return call
	Tom DeNickey	Member	644-0026	left several messages - no return call
VERNON	Herbert Slicer	Member	875-2856	Spoke to Mr. Slicer
BRISTOL	Barbara Pond	Chair	583-3994	Not able to make contact
	Pam Pellitier	Member	509-7445	Spoke to Ms. Pellitier
MERIDEN	Karen Scala	Chair	203-237-4941	left several messages - no return call
	Lorretta Parisi	Member	203-238-9478	Spoke to Ms. Parisi

Board of Ethics

				<u>Term</u>	<u>Expires</u>
Chair	James Parker 21 Cobblestone Way Windsor CT 06095	(H) 688-0837 (W) ----- (C) -----		5	31-Jul-10
R			Email: jimp1216@aol.com		
Member	James Mason 70 Clubhouse Road Windsor CT 06095	(H) 688-6662 (W) ----- (C) -----		5	31-Jul-09
D			Email: jimhikes@aol.com		
Member	George T Griffin 1080 Poquonock Avenue Windsor CT 06095	(H) 688-2781 (W) ----- (C) -----		5	31-Jul-07
D			Email: -----		
Member	George Morganthaler 96 Brookview Road Windsor CT 06095	(H) 688-1769 (W) 727-2376 (C) -----		5	31-Jul-08
D			Email: -----		
Member	Jack Wall 36 Orchard Road Windsor CT 06095	(H) 688-3190 (W) 688-3628 (C) -----		5	31-Jul-06
R			Email: -----		
Liaison	Helene Albert 275 Broad Street Windsor CT 06095	(H) 285-1800 (W) 285-1800 (C) -----			
-			Email: albert@townofwindsorct.com		

Agenda Item Summary

Date: March 10, 2003
To: Members of the Special Projects Committee
Prepared by: Peter Souza, Assistant Town Manager
Reviewed by: Leon Churchill, Town Manager
Subject: Amendments to Code of Ethics Ordinance

The Board of Ethics met to discuss further the potential amendments to the ethics ordinance with particular attention to sections 2-30 (c) and (d) which related to former employees. These sections as proposed in October are as follows:

(c) No former town employee shall appear for compensation before any town board, commission or agency any time within six months after terminating service with the town.

(d) No former town employee shall work for a private firm who has a contract with the town any time within six months after terminating service with the town.

After further review the Board of Ethics voted to recommend that the proposed language in subsections 2-30(c) and (d) be revised as follows:

(c) No former town employee in Administrative Pay Grade 3 or above and no former Board of Education employee in a Cabinet Level position or above shall appear for compensation before any town board, commission or agency any time within six months after terminating service with the town.

(d) No former town employee in Administrative Pay Grade 3 or above and no former Board of Education employee in a Cabinet Level position or above shall work for a private firm who has a contract with the town any time within six months after terminating service with the town. If this occurs, the vendor could be subject to penalties up to and including contract termination.

Attached is a list of positions in Grade 3 of the town's administrative pay plan. The Board of Education's Cabinet Level positions include Director of Human Resources, Director of Business Services, Assistant Superintendent of Instruction and Assistant Superintendent of Pupil Personnel.

The Special Projects Committee also requested staff to review proposed changes to section 2-25(b) as to requiring an annual release or receipt to be signed by elected officials, Town Manager, School Superintendent, Department Directors, and board and commission members

acknowledging they have received and read the ethics ordinance. The suggested changes are reflected below.

2-25(b) The Town Clerk shall cause a copy of the code of ethics to be distributed to each appointed member of a town board or commission as well as each elected member of the Town Council and Board of Education prior to the member entering office. The town manager and school superintendent or their designees shall distribute a copy of the code of ethics to each town employee before entering upon the duties of his/her employment. A signed receipt for all copies shall be returned to the town clerk and retained on file. On an annual basis the Town Clerk shall request that a receipt be signed by each elected official, appointed board and commission member, town manager, school superintendent, employees in the town pay grade 3 or above and Board of Education employees in a Cabinet Level position or above, acknowledging they have received and read the ethics ordinance. The signed receipt shall be returned to the town clerk and retained on file.

**FY 2002-2003 TOWN OF WINDSOR
ADMINISTRATIVE PAY PLAN**

PAY GRADE	MINIMUM	MAXIMUM																		
GRADE 2	41,000	91,000																		
<p>Managers/Coordinators</p> <table border="0"> <tr> <td>Assessor</td> <td>Partnership Program Coordinator</td> </tr> <tr> <td>Assistant Finance Director/Accountant</td> <td>Police Division Commander</td> </tr> <tr> <td>Assistant to Town Manager</td> <td>Public Works Operations Manager</td> </tr> <tr> <td>Building Official</td> <td>Recreation Manager</td> </tr> <tr> <td>Buildings and Facilities Manager</td> <td>Social Services Coordinator</td> </tr> <tr> <td>Community Development Coordinator*</td> <td>Tax Collector</td> </tr> <tr> <td>Fire Marshal</td> <td>Town Clerk</td> </tr> <tr> <td>Landfill Manager*</td> <td>Town Engineer</td> </tr> <tr> <td>Northwest Park Manager</td> <td>Youth Services Coordinator</td> </tr> </table>			Assessor	Partnership Program Coordinator	Assistant Finance Director/Accountant	Police Division Commander	Assistant to Town Manager	Public Works Operations Manager	Building Official	Recreation Manager	Buildings and Facilities Manager	Social Services Coordinator	Community Development Coordinator*	Tax Collector	Fire Marshal	Town Clerk	Landfill Manager*	Town Engineer	Northwest Park Manager	Youth Services Coordinator
Assessor	Partnership Program Coordinator																			
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Buildings and Facilities Manager	Social Services Coordinator																			
Community Development Coordinator*	Tax Collector																			
Fire Marshal	Town Clerk																			
Landfill Manager*	Town Engineer																			
Northwest Park Manager	Youth Services Coordinator																			
GRADE 3	57,000	106,000																		
<p>Directors</p> <table border="0"> <tr> <td>Assistant Town Manager</td> <td>Economic Development Director</td> </tr> <tr> <td>Coordinator of Information Technology</td> <td>Finance Director</td> </tr> <tr> <td>Director of Family & Leisure Services</td> <td>Library Director</td> </tr> <tr> <td>Director of Health</td> <td>Police Chief</td> </tr> <tr> <td>Director of Human Resources</td> <td>Town Planner</td> </tr> <tr> <td>Director of Public Works</td> <td></td> </tr> </table>			Assistant Town Manager	Economic Development Director	Coordinator of Information Technology	Finance Director	Director of Family & Leisure Services	Library Director	Director of Health	Police Chief	Director of Human Resources	Town Planner	Director of Public Works							
Assistant Town Manager	Economic Development Director																			
Coordinator of Information Technology	Finance Director																			
Director of Family & Leisure Services	Library Director																			
Director of Health	Police Chief																			
Director of Human Resources	Town Planner																			
Director of Public Works																				

*Position contingent upon funding from State/Federal grants, capital project funds, and/or user charges.

**Board of Ethics Commission
Special Meeting
April 12, 2005
Ludlow Room – Windsor Town Hall
Unapproved Minutes**

Present: Commissioners George Griffin, James Mason, James Parker, Jack Wall

Absent: George Morgenthaler

Staff: Peter Souza, Town Manager

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. NEW BUSINESS

None.

3. OLD BUSINESS

a) Discussion of Code of Ethics Ordinance

There was an overview of the materials which were distributed to the committee and discussion ensued.

Mr. Wall asked if research could be initiated to see if a "revolving door" clause could be added to the ordinance. The committee noted this question was raised in 2002 and it could be reviewed once again at an upcoming meeting, along with any other potential changes.

Moved by Mr. Mason, seconded by Mr. Griffin that the Town Manager establish an appointment for the Ethics Commission to review the ethics ordinance and procedures.

A friendly amendment was made by Mr. Griffin to ask the Town Manager to set up a meeting with at least three towns that allow direct complaints from citizens/electors with the first phase being the towns of South Windsor, Newington, and Manchester.

Motion Passed 4-0-0

4. STAFF REPORTS

None.

5. MINUTES OF PRECEDING MEETING

Moved by Mr. Wall, seconded by Mr. Mason to accept the January 25, 2005 meeting minutes as presented.

Motion Passed 4-0-0

6. ADJOURNMENT

Moved by Mr. Mason, seconded by Mr. Griffin to adjourn the meeting at 7:40 p.m.

Motion Passed 4-0-0

Respectfully submitted,

Peter Souza, Acting Town Manager
Recording Secretary