

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



Board of Ethics
October 11, 2005
7:00 PM – Dr. Primus Room

AGENDA

1. Call to Order
2. Public Comment
3. Old Business
4. New Business
 - a) Establish Meeting Schedule for Calendar Year 2006
 - b) Review Annual Report to Town Council
 - c) Advisory Opinion Relative to Code Section 2-26 (Conflict of Interest) and Section 2-27 (Disclosure of interest)
5. Staff Report
6. Minutes of Preceding Meeting
 - a) *July 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: October 11, 2005
To: Members of the Board of Ethics
From: Peter Souza 
Subject: 2006 Proposed Meeting Dates

The Board meets at the call of the Chairperson, with regular meetings scheduled quarterly. During 2006, the proposed meeting dates are:

- Tuesday January 10, 2006
- Tuesday April 11, 2006
- Tuesday July 11, 2006
- Tuesday October 10, 2006

All meetings will be held at 7 p.m. and will meet in the Dr. Primus Room located at the Town Hall.



First in Connecticut. First for its citizens.

DRAFT

Date: October 11, 2005
To: Honorable Mayor and Members of the Town Council
From: Board of Ethics
Subject: 2005 ANNUAL REPORT to Town Council

The Board of Ethics is a five member, appointed body established in May 1970 to “render advisory opinions and make recommendations with respect to amending the Code of Ethics.” In addition, at the request of the Town Manager, a member of the Town Council, the Superintendent of Schools, or member of the Board of Education, the Board of Ethics renders opinions concerning the actions of a town official or employee with respect to the Code of Ethics.

The Board meets at the call of the Chairperson, with regular meetings scheduled quarterly. During 2005, meetings were held:

DATE	TYPE	ATTENDANCE
January 11, 2005	Regular Meeting - CANCELLED	0
January 25, 2005	Special Meeting	4
April 12, 2005	Regular Meeting	4
July 12, 2005	Regular Meeting	4

During 2005, the Board continued to evaluate potential amendments to the existing Code of Ethics. A motion was made by the Board to ask a State representative to be present at the October 2005 meeting to review their process regarding citizens reporting directly to the Board of Ethics with any complaints.

Respectfully submitted,

Jack Wall
Chair

<g:/data/town mgr's office/agendas/ethics/2005/annual report 2005>



First in Connecticut. First for its citizens.

TO: Members of the Board of Ethics

FROM: Peter Souza, Town Manager

DATE: October 7, 2005

RE: Request for Advisory Opinion

I would like to respectfully request an advisory opinion from the Board of Ethics relative to a member of the Public Building Commission who also serves as an Administrative Deputy Chief in the Windsor Volunteer Fire Department when matters concerning the Fire Department are before the Public Building Commission.

Mr. Lee Alford serves on the Public Building Commission and is also an Administrative Deputy Chief with the Windsor Volunteer Department. There is the likelihood that in the coming months both the proposed reconstruction of Hayden Station Fire House and potential renovations/expansion of the Public Safety Complex will be before the Public Building Commission for discussion and action. In speaking with Mr. Alford he would like to have the Board of Ethics review the situation to assess if there is any conflict of interest or prohibition per the Town's Code of Ethics.

Your attention and input regarding this topic is much appreciated. Please do not hesitate to contact me if you would like further information prior to your consideration of this item.

cc: Joe Novak, Chairperson, Public Building Commission
Bill Lewis, Fire Chief
Lee Alford, Public Building Commission
Al Neumann, Facilities Superintendent



First in Connecticut. First for its citizens.

Date: October 11, 2005

To: Members of the Board of Ethics

From: Peter Souza, Town Manager

Subject: State Ethics Commission visit

Per the Board's request, the Town Manager's office has contacted the State Ethics Commission to see if the Commissioner would be able to attend this meeting to go over their procedures regarding citizen complaints. We were told the following:

- The State Ethics Commission was abolished as of July 1, 2005 and is going through a radical personnel change at this time. This office currently has interim personnel that are not able to commit to coming to the Town of Windsor for a visit. They are currently in the midst of hiring a new Commissioner and his staff and this process should be completed by January 2006.
- The State Ethics website www.ethics.state.ct.us is currently being updated which will feature a "Frequently Asked Questions" section. We were directed to review this site to see if it will answer the questions we are asking regarding citizen complaints and the procedures followed by the State Ethics Commission.
- We can call the Commissioner's office after January 2006 to see if the hiring has been completed and schedule a date for the Commissioner to visit with the Windsor Board of Ethics.

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

Present: Commissioners George Griffin, James Mason, James Parker, George Morganthaler

Absent: Jack Wall

Staff: Peter Souza, Town Manager

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

PUBLIC COMMENT

None.

2. OLD BUSINESS

a) Update on Potential Meeting with other towns' Board of Ethics

It was reported that staff had contacted or attempted to contact six municipalities requesting a meeting to discuss processes relative to receiving and handling ethics complaints directly from citizens. None of these six Board of Ethics which were contacted meet on a regular basis and a majority of them had not met in two or more years.

After some discussion, Mr. Mason made a motion, seconded by Mr. Griffin to invite a representative of the State Board of Ethics to attend the October meeting to discuss processes relative to receiving and handling ethics complaints directly from citizens.

Discussion ensued and the Board members indicated their flexibility in scheduling in terms of date and day of time.

Motion passed 4-0-0

3. New Business

a) Election of Officers

Mr. Mason made a motion, seconded by Mr. Griffin, nominating Mr. Wall for the position of Chairperson to serve a term until July 2006.

Chairman Parker noted this follows the Board's tradition of selecting as Chairperson the member whose term expires in the coming July.

Motion passed 4-0-0

Mr. Morganthaler made a motion, seconded by Mr. Mason to nominate Mr. Griffin for the position of Secretary to serve a term until July 2006.

Motion passed 4-0-0

b) Review of March 2003 proposed amendments to section 2-30 (c) and (d)

This item was placed on the agenda at the request of Mr. Wall at the April 2005 meeting. Given that Mr. Wall was not in attendance, Mr. Griffin made a motion, seconded by Mr. Morgenthaler to table item 4 b).

Motion passed 4-0-0

4. STAFF REPORTS

Mr. Souza reported that the State's General Assembly did not adopt ethics legislation which would have required amendments to local ordinances or code of ethics. This is the second year in a row attempts have been made to pass such legislation. Such efforts are likely to continue in the future.

5. MINUTES OF PRECEDING MEETING

Moved by Mr. Mason, seconded by Mr. Griffin to accept the April 12, 2005 meeting minutes as presented.

Motion Passed 3-0-1 (Morgenthaler abstained as he was not present at the meeting)

6. ADJOURNMENT

Moved by Mr. Mason, seconded by Mr. Griffin to adjourn the meeting at 7:20 p.m.

Motion Passed 4-0-0

Respectfully submitted,

Peter Souza, Town Manager
Recording Secretary