

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



Board of Ethics

January 14, 2020

7:00 PM

Town Hall – Dr. Primus Room

AGENDA

1. Call to Order
2. Public Comment
3. Old Business
4. New Business
 - a) *Review of Annual report
 - b) *Code of Ethics forms
5. Minutes of Preceding Meeting
 - a) *October 8, 2019
6. Adjournment

*Attachments



Date: March 2, 2020
To: Honorable Mayor and Members of the Town Council
From: Board of Ethics
Subject: 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 Windsor Town Council, the superintendent of schools, or member of the Board of Education, the Board of Ethics renders advisory 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 the past year, the following meetings were held:

DATE	TYPE	ATTENDANCE
January 8, 2019	Regular Meeting	3
April 9, 2019	Regular Meeting	3
July 9, 2019	Regular Meeting	3
October 8, 2019	Regular Meeting	4

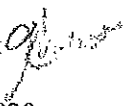
The Board of Ethics did not have any advisory opinions during the year of 2019.

Respectfully submitted,

Patrick Ring
Chairperson



First in Connecticut. First for its citizens.

To: Members of the Board of Ethics
From: Helene Albert 
Date: January 14, 2020
Subject: Code of Ethics acknowledgement form

Attached is a copy of the Code of Ethics ordinance along with an acknowledgement form.

Per town ordinance regulations, it is required, on an annual basis, that the Town Clerk's office obtain a signed copy of an acknowledgement form from each board and commission member stating that they have read the ordinance.

After you've read the ordinance and have signed the form, please feel free to give it to Peter at the meeting. If you'd rather, you may also return a signed copy of the form via USPS to my attention at 275 Broad Street, drop it off at the town hall at the Town Manager's office between the hours of 8:00 AM – 5:00 PM, Monday through Friday, or you can scan the completed form to my attention at albert@townofwindsorct.com.

Thank you in advance in helping to keep our records up to date.

Helene



Code of Ethics Acknowledgement Form

As an employee of or board or commission member with the Town of Windsor, I, _____, acknowledge that I have read
(please print name)

the town's Code of Ethics. I understand that if I have questions about this policy I should pose those questions to my supervisor or board or commission staff liaison. I am aware that violations of this policy may result in disciplinary action, up to and including discharge from employment or my appointment.

Print Name

Board/Commission

Signature

Date Signed

Chapter 2
Article IV
Code of Ethics

Sec. 2-20. Board of ethics--Created; purpose.

There is hereby created a board of ethics for the purpose of rendering advisory opinions and making recommendations with respect to the drafting and adoption of amendments to this article.

(Code 1961, §1.09.09; Ord. No. 70-5, 5-15-70)

Sec. 2-21. Appointments.

The board of ethics shall consist of five (5) regular members, electors of the town, who are known for their personal integrity. The members shall be appointed by the council for a term of five (5) years, except that of the initially appointed members one (1) shall serve for one (1) year, one (1) for two (2) years, one (1) for three (3) years, one (1) for four (4) years, and one (1) for five (5) years. No member of the board of ethics shall knowingly render or agree to render for compensation or otherwise any service to any person or party other than the town in connection with any cause, proceeding, application or other matter which is before any town agency, nor shall such member serve as a member of any other town agency.

(Code 1961, §.09.010; Ord. No. 70-5, 5-15-70)

Sec. 2-22. Organization and procedure.

The board shall select a chairperson and secretary and shall establish its own rules of procedure. It shall keep records of its meetings and shall hold meetings at the call of the chairperson and at such other times as the board may determine.

(Code 1961, §.09.011; Ord. No. 70-5, 5-15-70)

Sec. 2-23. Duties and powers.

- (a) Rules and regulations. The board may make recommendations for amendments to this code of ethics and rules and regulations for adoption by town agencies.
- (b) Town advisory opinions. The board shall render advisory opinions concerning town officials and employees, excluding members and employees of the board of education, with respect to the code of ethics upon written request of the town manager or upon written request of any member of the town council submitted at a regular meeting of the town council. Such advisory opinions shall be submitted to the agency or person requesting them.

Sec. 2-27. Disclosure of interest.

Any town official or employee who has a financial interest, direct or indirect, in any property or matter which is the subject of any pending or proposed proceeding before any town agency, shall disclose such official's or employee's interest to such agency upon hearing of such proceeding and if such official or employee is a voting member of such agency, such official or employee shall not participate in the discussion or vote upon such matter. The disclosure shall become a permanent part of the record before the agency.

(Code 1961, §.09.05; Ord. No. 70-5, 5-15-70)

Sec. 2-28. Use of town property; equal treatment.

No town official or employee shall use or permit the use of town-owned vehicles, equipment, materials or property for personal convenience or profit where prohibited by state statute, town ordinance or administrative regulation. No town official or employee shall grant any consideration or advantage to any person beyond that which is available to every other person.

(Code 1961, §.09.04; Ord. No. 70-5, 5-15-70)

Sec. 2-29. Gifts and favors.

- (a) No town official or employee in his capacity as an official or employee of the town shall solicit or accept any valuable gift, favor, service, loan at less than prevailing interest rates, thing or promise from any person, firm or corporation which would tend to weaken public confidence in the recipient or present a temptation which might undermine the official's or employee's unselfish devotion to the public interest.
- (b) Endorsements. No town official or employee in his capacity as an official or employee of the town shall publicly endorse products or services. Notwithstanding the foregoing, nothing herein shall prohibit any town official or employee from answering any inquiry by another governmental official or consumer organization or product information service regarding any product or service.
- (c) No town official or employee, or member of such individual's immediate family or business with which he is associated, shall solicit or accept anything of value, including but not limited to a gift, loan, political contribution, reward or promise of future employment based on any understanding that the vote, official action or judgment of the town official or employee would be or had been influenced thereby.

(Code 1961, §.09.06; Ord. No. 70-5, 5-15-70; Ord. No. 71-1,1-18-71; Ord. No. 84-3, §, 9- 4-84)

Sec. 2-30. Representing private or public interests before town agencies.

- (a) No town official or employee shall render or agree to render for compensation any service to any person or party other than the town, in connection with any cause, proceeding, application or other matter which is before any town agency. This does not prohibit any town official or employee from appearing before any board or commission on

actions and proceeding are hereby ratified to be continued.

Severability

All provisions of the Windsor Town Code in conflict herewith are hereby repealed. If for any reason any word, clause, paragraph or section of this Ordinance shall be held to make the same unconstitutional, this Ordinance shall not hereby be invalidated and the remainder of the Ordinance shall continue in effect. Any provision herein that is in conflict with the Connecticut General Statutes is hereby repealed, it being understood that said Statutes shall take precedence over this Ordinance.

Effective Date

This Ordinance shall become effective ten (10) days after publication in a newspaper having a circulation in Windsor.

APPROVED AS TO FORM:

ATTEST:

Vincent W. Oswecki, Jr.
Town Attorney

Town Clerk

Distributed to Town Council:

3/17/03

Public Hearing Advertised:

2/8/08

Public Hearing:

2/19/08

Adopted:

2/19/08

Advertised:

2/22/08

Effective Date:

2/29/08

**TOWN OF WINDSOR
BOARD OF ETHICS
Town Hall – Dr. Primus Room
October 8, 2019
Regular Meeting**

UNAPPROVED MINUTES

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m.

Present: Patrick Ring, Sandy Ghanesh-Thompson, Sonia Worrell-Asare, Michael Champlin

Absent: George Morganthaler

Staff: Peter Souza, Town Manager

2. PUBLIC COMMENT - None

3. OLD BUSINESS - None

4. NEW BUSINESS

- a) Approve 2020 meeting schedule

MOVED by Ms. Worrell-Asare, seconded by Ms. Ghanesh-Thompson to approve the 2020 meeting schedule as presented.

Motion Passed 4-0-0

5. MINUTES OF PRECEDING MEETING

- a) July 9, 2019

MOVED by Ms. Ghanesh-Thompson, seconded by Ms. Worrell-Asare, to approve the July 9, 2019 meeting minutes as presented.

Motion Passed 4-0-0

6. ADJOURNMENT

MOVED by Ms. Worrell-Asare, seconded by Mr. Champlin, to adjourn the meeting at 7:04 p.m.

Motion Passed 4-0-0

Respectfully Submitted,

Peter Souza