

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



Board of Ethics
April 11, 2023
6:00 PM
VIRTUAL via Zoom

AGENDA

Zoom instructions

Dialing in by Phone Only:

1. Please call: **1 301 715 8592** or **1 646 558 8656**
2. When prompted for participant or meeting ID enter: **852 5555 3708** then press #
3. You will then enter the meeting muted. During Public Comment if you wish to speak press *9 to raise your hand.

Joining in by Computer:

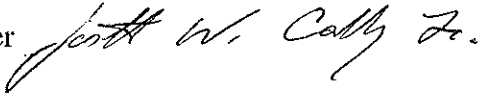
Please go to the following link: <https://us02web.zoom.us/j/85255553708>

1. When prompted for participant or meeting ID enter **852 5555 3708**
2. Only if your computer has a microphone for two way communication, then during Public Comment if you wish to speak press **Raise Hand** in the webinar control. If you do not have a microphone, you will need to call in on a phone in order to speak.
3. During Public Comments if you do not wish to speak you may type your comments into the Q&A feature.

1. Call to Order
2. Public Comment
3. Old Business
4. New Business
 - a) *Discussion on Code of Ethics
5. Minutes of Preceding Meeting
 - a) *January 10, 2023
6. Staff Report
7. Adjournment

*Attachments

Agenda Item Summary

Date: April 10, 2023
To: Members of the Board of Ethics
Prepared By: Scott W. Colby, Jr., Assistant Town Manger 
Subject: Discussion on the Code of Ethics

Background

The last time the Town Council adopted amendments to the Code of Ethics was on February 4, 2008.

Those amendments to the code include:

1. Grant the board investigative power such as the ability to hold hearings, subpoena witnesses and review evidence.
2. Require that a copy of the code be given to each board and commission member, elected officials and town employees. This provision also requires a signed receipt of the copy of the code.
3. State that no town employee or official may solicit or accept a gift or favor for services.
4. State that town and Board of Education employees cannot receive pay or work for a private firm that has contracted with the town within 6 months of leaving the town's employment.

Discussion/Analysis

Attached is the current Town of Windsor Code of Ethics.

Financial Impact

None

Other Board Action

None

Recommendations

This item is presented for information and discussion purposes. No formal action is requested.

Attachments

Town of Windsor Code of Ethics

Comparison of Code of Ethics from CT Municipalities

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.
- (c) Board of education advisory opinions. The board shall render advisory opinions concerning board of education members and employees with respect to the code of ethics

upon written request of the superintendent of schools or upon written request of any member of the board of education submitted at a regular meeting of the board of education. Such advisory opinions shall be submitted to the board of education.

(Code 1961, §.09.012; Ord. No. 70-5, 5-15-70; Ord. No. 81-6, §,6-1-81)

Sec. 2-24. Same--Expenses and compensation.

The members of the board shall serve without compensation for their services. In the performance of its duties and in the exercise of its powers, the board shall not incur any expense in excess of the funds appropriated by the council for such purpose.

(Code 1961, §.09.013; Ord. No. 70-5, 5-15-70)

Sec. 2-25. Applicability.

- a) The provisions of this article shall apply to all town officials and employees, whether elected or appointed, paid or unpaid. The term "town officials," as used in this Code, shall include members of the town council, members of the board of education, and all officials appointed by the town council, board of education or the town manager. The term "town employees," as used in this Code, shall include all employees of the town and the board of education.
- 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.

(Code 1961, §.09.02; Ord. No. 70-5, 5-15-70; Ord. No. 81-6, §,6-1-81; Ord. No. 82-2, §, 1-18-83)

Sec. 2-26. Conflict of interest.

No town official or employee shall accept any employment or have any interest, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of such official's or employee's duties in the public interest or which will impair such official's or employee's independence of judgment or action in the performance of official duties.

(Code 1961, §.09.03; Ord. No. 70-5, 5-15-70)

State law reference(s)--Conflict of interest, G.S. §-479.

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 such person's own behalf or as official spokesman for an organization of which he/she is a member, provided such appearance does not violate *Connecticut General Statutes* sections 8-11 and 8-21 or any other provision of the Code. *Connecticut General Statutes* sections 8-11 and 8-21 prohibit any town planning and zoning commission or zoning board of appeals member from appearing before either the town planning and zoning commission or the zoning board of appeals on his/her own behalf.
- (b) No member of the town council may participate in a meeting of any board, agency, or commission appointed by the council other than on his or her own behalf as specified herein or other than at the express direction of the council or other than at the invitation of the board, agency or commission.

(Code 1961, §.09.07; Ord. No. 70-5, 5-15-70; Ord. No. 82-2, §,1-18-83; Ord. No. 94-4, §, 8-1-94)

- (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. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts.

Sec. 2-31. Confidential information.

No town official or employee, without proper authorization, shall disclose confidential information concerning the property, affairs or government of the town, nor shall such official or employee use such information to advance the financial or other private interest of such person or others.

(Code 1961, §.09.08; Ord. No. 70-5, 5-15-70)

Sec. 2-32. Penalties.

A violation of this article by any town official or employee shall constitute grounds for disciplinary action, including removal or termination.

(Code 1961, §.09.014; Ord. No. 70-5, 5-15-70)

Secs 2-33 – 2-40. Reserved.

Savings Clause

The enactment of this Ordinance shall not operate as an abatement of any action or proceeding now pending under or by the authority of any existing law or ordinance. All of said 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

Ethic Ordinances : WINDSOR

Organization and procedure

The board shall elect 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.

26: Conflict of Interest

No town official or employee shall accept any employment or have any interest, direct or indirect, or engage in any business or transaction, or professional activity or incur any the obligation of any nature which is in conflict with the proper discharge of such officials or employee's duties in the public interest or which will impair such official's or employee's independence of judgment or action in the performance of official duties.

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.

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.

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, consumer organization, or product information service regarding any produce 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.

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 a 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 such person's own behalf or as an official spokesman for an organization of which he/she is a member, provided such appearance does not violate Connecticut General Statutes sections 8-11 and 8-21 or any other provision of the Code. Connecticut General Statutes sections 8-11 and 8-21 prohibit any town planning and zoning commission or zoning board of appeals member from appearing before either the town planning and zoning commission or the zoning board of appeals on his/her own behalf.

(b) No member of the town council may participate in a meeting of any board, agency, or Commission appointed by the council other than on his or her own behalf as specified herein or other than at the express direction of the council or other than at the invitation of the board, agency, or commission.

(c) No former town employee in administrative pay grade ten (10) 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 (6) months after terminating service with the town.

(d) No former town employee in administrative pay grade ten (10) or above and no former Board of Education employee in a cabinet-level position or above shall work for a private firm that has a contract with the Town any time within six (6) months after terminating service with the Town. If this occurs, the vendor could be subject to penalties, including contract termination. A notice of the requirements in this section shall be included in all invitations to bid and all public contracts.

Manchester

Organization and procedure

Powers of Commission.

Rules and regulations - The Commission shall prescribe and publish, after notice and opportunity for public comment, rules and regulations to carry out the provisions of this Act.

Reports - The Commission shall prepare and publish such reports as it may deem appropriate.

Advisory - The Commission, on its own initiative or upon request, may issue and publish advisory opinions on the requirements of this Act for those who wish to use the opinion to guide their own conduct.

Complaints - The Commission, through its special counsel, shall conduct an investigation upon receipt of a written complaint by any elector or taxpayer of the Town of Manchester alleging, under oath or affirmation, a violation of the standards of official conduct.

Annual report - The Commission shall prepare an annual report for submission to the Board of Directors.

26: Conflict of Interest

No Town official or Town employee shall use or disclose information not available to the general public and gained in the course of, or by reason of, his or her official position or activities to further any person's financial interest. No Town official or Town employee shall knowingly have or acquire any financial interest or beneficial interest, direct or indirect, in any business that is incompatible with the proper discharge of his or her official duties or that may tend to impair his or her independence or judgment in the performance of his or her official duties.

27: Disclosure of Interest

Any Town official or Town employee who has, or whose family has, a financial interest, distinct from that of the general public, in any decision of any Town agency shall disqualify himself or herself from participating in that decision. Any decision made as a result of a violation of this provision shall be voidable, at the option of the Town.

28: Use of town property; equal treatment.

No Town official or Town employee shall knowingly misuse or misappropriate any Town fund or Town asset.

29: Gifts and favors.

No person shall offer or give to a Town official or Town employee or a member of his or her family and no Town official or Town employee shall solicit any gift to influence the official or employee in the performance of his or her official duties.

30: Representing private or public interests before town agencies.

Plainville

Organization and procedure

The members of the Commission shall elect a Chairperson who shall preside at meetings of the Commission and a Vice Chairperson to preside in the absence of the Chairperson. Three members shall constitute a quorum. A majority vote of the Commission shall be required for action of the Commission. The Chairperson or any three members may call a meeting of the Commission.

E. Any member of the Commission may be removed upon recommendation of the Town Manager and by vote of the Town Council, after a hearing, in the event that said member is found to have violated the provisions of this chapter or the Code of Ethics.

F. The Commission shall:

- (1) Compile and maintain a record of all reports, advisory opinions, statements and memoranda filed by and with the Commission to facilitate public access to such reports and statements;
- (2) Issue advisory opinions with regard to the requirements of the Code of Ethics upon the request of any person bound by the code;
- (3) Participate in and coordinate ethics training for Town officials and employees;
- (4) Distribute a copy of the Code of Ethics to each Town official and employee; and
- (5) Report annually on or before February 1 to the legislative body of the municipality, summarizing the activities of the Commission.

26: Conflict of Interest

No Town official or employee shall secure or attempt to secure personal profit or gain by virtue of his public office or by virtue of confidential information of which he is aware by reason of his public office. No Town official or employee shall aid, abet or encourage anyone in securing or attempting to secure personal profit or gain by virtue of confidential information of which he is aware by reason of his public office. No Town official or employee shall disclose confidential information outside of the proper performance of his duties to anyone.

27: Disclosure of interest

Any Town official or employee who makes decisions on behalf of the public shall disqualify himself from consideration of such matters in which he, his spouse, offspring, sibling, parent, members of his household, or employer will gain a financial advantage or suffer financial detriment as a result of the decision reached. In any situation in which a decision on any question cannot be arrived at without the participation of a decision-maker who would otherwise be disqualified under this subsection, such decision-maker may participate and act but shall make his conflict of interest public.

28: Use of town property; equal treatment

No Town official or employee shall request or permit the use of Town-owned equipment, property or materials for personal convenience or profit except when such services are available to the public generally or are provided for the use of such official or employee in the conduct of his official business.

29: Gifts and favors

No Town official or employee shall accept any gift, favor or entertainment which comes to him by reason of his public office or employment, except for ceremonial, public or open functions. No Town official or employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available by law or regulation to every other citizen.

30: Representing private or public interests before town agencies

No Town official or employee shall engage in or accept private employment or render services for any private interest when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independence of judgment or action in the performance of his official duties. Any official or employee who shall desire to accept private employment or render services to private interests may submit his prospective employment to his immediate superior, if an employee, or to the appointing body, if an official, for prior clearance of the prospective employment's compatibility with the public functions or duties of the official or employee.

Greenwich

Organization and procedure

VIOLATIONS AS CAUSE FOR REMOVAL. The violation by any town officer of any of the provisions of this Code shall, upon recommendation of the Board of Ethics, constitute good and sufficient cause for proceedings for his suspension or removal from office.

26: Conflict of Interest

No town officer having a substantial financial interest in any transaction with the town or in any action to be taken by the town shall use his office to exert his influence or to vote on such transaction or action.

27: Disclosure of Interest

(1) Any town officer having a substantial financial interest in one (1) or more transactions with the town totaling two hundred dollars (\$200.) or more each in a fiscal year, shall file a written statement disclosing said position as a town officer, the nature of said interest in each transaction and the total amount received or expected to be received from such transactions during such year. Such statements shall be filed in the office of the Town Clerk as promptly as possible after the town officer becomes aware of such interest, or not later than 30 days after the end of the fiscal year. (2) In lieu of filing reports as provided above, town officers may submit reports using an electronic system supervised by the Board of Ethics. Each town officer using such electronic system may be required to agree to the terms and conditions established for the use of the system. The Board of Ethics shall coordinate with the Town Clerk to ensure that appropriate details from reports made using any such system become part of the official records of the town and are made reasonably available to the citizens of the town in a manner consistent with the purposes of this Code.

28: Use of town property; equal treatment.

29: Gifts and favors.

GIFTS AND FAVORS. No town officer or his immediate family shall accept any valuable gift, thing, favor, loan or promise that might tend to influence the performance or nonperformance of his official duties.

30: Representing private or public interests before town agencies.

Canaan

Organization and procedure

Procedure.

- (1) Filing of a complaint. (a) A complaint may be made by any person, entity or Board. It shall be made in writing, signed under oath before a notary and shall state the name and address of the complainant, the identity of the official, employee, relative or business involved in the complaint, the conduct that allegedly violates the Code, and a summary of the relevant facts. The form to be used for making such complaints is available on the Ethics Board web page and in the Town Clerk's office.
- (b) A complaint must be filed within one year after the matter in question has allegedly occurred.
- (c) The complaint must be mailed in a sealed envelope, marked confidential, and addressed to Chair, Town of New Canaan Ethics Board, P.O. Box 583, New Canaan, CT 06840. The postmarked date on the envelope shall constitute the date of filing.
- (d) The Chair of the Ethics Board shall, within five business days after receipt, notify the respondent of the filing and date of the complaint and shall deliver copies of the complaint and this Code to the respondent. The respondent shall be advised that the complaint will be treated confidentially unless the respondent waives such confidentiality in writing.
- (e) Once the complainant has performed the function of raising a possible violation of this Code, the Ethics Board shall decide, in the circumstances of the individual case, what further role, if any, the complainant should have in the matter.

26: Conflict of interest

Conflict of interest.

(a) No official or employee shall participate in any Town or Board matter in which he or she has a financial interest or a personal interest. The minutes or records of the relevant Town or Board proceedings shall reflect the fact that the conflicted official or employee disclosed his or her conflict and did not participate in the matter.

(b) A violation of this conflict of interest rule shall occur when: (1) the official or employee had a financial interest or a personal interest in a matter; (2) the official or employee had the authority, either individually or collectively with others, to deliberate, decide or act for the Town or Board, or to influence decision or action by the Town or Board, with respect to the matter; and (3) the official or employee failed to disclose such financial or personal interest and did not recuse himself or herself from participation in the matter.

27: Disclosure of interest

Disclosure and recusal. (a) Whenever a matter arises with respect to which an official or employee may have a conflict of interest, the official or employee shall disclose it in writing to his or her Board or supervisor and shall abstain from participating in any deliberation, decision-making and action with respect to the matter unless and until he or she procures an advisory opinion under this Code that provides otherwise. (b) Candidates for Town or Board elective or appointive office or for Town or Board employment are encouraged to familiarize themselves with this Code and to disclose during the process of election, appointment or employment any conflict of interest that might impair their ability to perform in the office or position that they seek or for which they are being considered. (3) Disclosures of financial interest in transactions. Every official or employee shall file with the Town Clerk, on forms provided for such purpose, a signed statement disclosing any known transaction with the Town involving the procurement of property, equipment, goods or services in which such official, employee, relative or business has a financial interest. A statement required pursuant to this section shall be filed no later than 30 days after entering into any such transaction. Such a statement shall thereafter be available for public inspection and shall include the following information as to each such transaction: the nature of the interest held and the nature, date and total value of the transaction. For the purposes of this section, a bid shall be deemed a transaction. No disclosure pursuant to this section shall be required in the case of a transaction consisting solely of the furnishing of services to the Town as an official or employee thereof or in the case of a transaction involving less than \$500. (4) Disclosure of financial or personal interest in legislation. Any official or employee who has a financial or personal interest in rules, ordinances, or other legislation being considered by the Town or any Board and who plans to participate in discussions about or render an official opinion to the Town or Board regarding such rules, ordinance or legislation shall disclose to the Town or Board the nature and extent of such interest, prior to participating in such discussions or giving any opinion.

28: Use of town property; equal treatment

Use of Town property. No official or employee shall use, or permit the use of, Town property of any nature, including vehicles, equipment, resources, supplies or real property, for the benefit of himself or herself, except when such (i) is provided as municipal policy for the use of such official or employee in furtherance of the official's or employee's conduct of official business, or (ii) is made available to the general public and then on terms and conditions not more favorable than those available to the general public.

29: Gifts and favors

Gifts and preferential treatment.

(a) No official, employee, relative, or business shall solicit or accept anything of value, including, without limitation, a gift, loan, service, reward, or promise of employment, that could reasonably be expected to influence the action or judgment of the official or employee in any Town or Board matter.

(b) The gift exceptions enumerated in (i) Connecticut General Statutes § 1-79(5), as duly amended from time to time, (ii) the New Canaan Police Department's July 18, 2008, Acceptance of Gifts Memorandum (as edited through September 23, 2009), as duly amended from time to time, and (iii) the New Canaan Public Schools Gift Policies, P1313(a) and P1313(b), as duly amended from time to time, shall be recognized and given full force and effect unless the Ethics Board expressly finds that the otherwise excepted gift has actually influenced the action or judgment of the official or employee in his or her handling of any Town or Board matter. Copies of the aforementioned exceptions are available on the Ethics Board web page and in the Town Clerk's office.

(c) No official or employee shall, in the discharge of his or her duties, grant (i) preferential treatment to any person or entity beyond that which is available to all other persons or entities, or (ii) any favor, service or thing of value except when such favors, services or things of value are made available to the general public.

(d) No official or employee shall, by reason of his or her status or position, accept or endeavor to obtain a preferential treatment from any entity or person, including another official or employee.

30: Representing private or public interests before town agencies

Representation of private interests. No official shall appear or act in any material capacity on behalf of any person or entity before any Board on which he or she serves, or represent any such persons or entities in litigation involving an action of that Board. Disclosure and recusal will not suffice to cure a violation of this provision. This prohibition shall continue for six months after the termination of the official's service to the Town or Board. Nothing contained herein shall prevent an official from appearing on his or her own behalf in a matter before the Town or a Board provided he or she abstains from deliberating, deciding or acting with respect to the matter.

East Windsor

Organization and procedure

4.2 ORGANIZATION AND PROCEDURES The Ethics Commission shall elect from amongst its members a Chairman and a Secretary, and shall establish its own rules and procedures, which shall be made public. Such rules and procedures shall be in conformity with confidentiality provisions set forth in Connecticut General Statutes Section 1-82a, and as may be amended from time to time. Four (4) affirmative votes shall be required for the establishment of the Commission's rules and procedures and for the Commission's adoption of an official ethics opinion.

26: Conflict of Interest

3.1 DISCLOSURE OF CONFLICTS OF INTEREST If any Town official or employee anticipates that a conflict of interest as defined in Section 2.5 above, might exist, or could develop, from any action said individual may take in the exercise of his or her duties, or from any influence which might be derived from his or her position, said individual shall disqualify themselves.

27: Disclosure of Interest

3.6 USE OF INFLUENCE No official or employee shall solicit any business, gift or favor directly or indirectly, from another official or employee or from any vendor or third party doing business with the Town.

28: Use of town property, equal treatment.

3.4 USE OF TOWN ASSETS No official or employee shall use or permit the use of Town funds, services, property and equipment, owned or leased vehicles, or materials for personal convenience or profit, except when such services are available to the public generally or are provided in conformance with established Town policies.

29: Gifts and favors.

3.3 GIFTS AND FAVORS. No official or employee or member of his or her immediate family shall solicit or accept any gift or favor in excess of \$50.00 in value in any calendar year, whether in the form of service, income, a loan, a gift or other thing of value, a promise, or in any other form, from any person or entity who to his or her knowledge is interested directly or indirectly in any manner whatsoever, with respect to personal or business dealings with the Town.

30: Representing private or public interests before town agencies.

3.5 REPRESENTATION OF PRIVATE INTERESTS No official or employee shall appear on behalf of private interests before any agency of the Town, nor shall he or she represent any private interest in any action or proceeding against the Town in any litigation or other proceeding when such appearance or representation would be in conflict with or would impair his or her independence of judgment and action in the performance of his or her official duties as a Town official or employee.



**TOWN OF WINDSOR
BOARD OF ETHICS
Virtual Meeting
January 10, 2023
Regular Meeting
UNAPPROVED MINUTES**

1. CALL TO ORDER

The meeting was called to order at 6:50 p.m.

Present: Michael Champlin, Sonia Worrell-Asare, Sandi Ghanesh-Thompson, Sarah Garry

Absent: Robert Mack

Staff: Scott W. Colby, Jr., Assistant Town Manager

2. PUBLIC COMMENT - None

3. OLD BUSINESS - None

4. NEW BUSINESS

- a) Review of the annual report

Mr. Champlin made a comment about there being no advisory opinions in the last few years. Assistant Town Manager Colby explained the process for how items are brought to the board of ethics for review.

Mr. Champlin inquired as to whether this board should look into reviewing and amending the code of ethics. Assistant Town Manager Colby stated that he would need to follow up and look into the process for making any recommendations or amendments to the code of ethics.

The annual report was reviewed by the committee and was accepted by unanimous vote as presented.

5. MINUTES OF PRECEDING MEETING

- a) October 11, 2022

MOVED by Mr. Champlin, seconded by Ms. Ghanesh-Thompson to approve the October 11, 2022 meeting minutes as presented.

Motion Passed 4-0-0 (Mack absent)



Board of Ethics Meeting Minutes
January 10, 2023

6. STAFF REPORT

Assistant Town Manager Colby asked the group if moving forward they would prefer to continue to meet even if there are no business items or if they wish to post that the meeting is cancelled. Mr. Champlin asked if there were any concerns with meeting requirements. Assistant Town Manager Colby stated that as long as a meeting is cancelled and posted within a certain time. The group agreed to make no changes to the logistics of these meetings

7. ADJOURNMENT

MOVED by Mr. Champlin, seconded by Ms. Ghanesh-Thompson, to adjourn the meeting at 7:10 p.m.

Motion Passed 4-0-0 (Mr. Mack absent)

Respectfully Submitted,

Scott W. Colby, Jr.
Assistant Town Manager