

The Board of Ethics held a meeting on May 16, 2017 at Bolton Town Hall. In attendance were: Robert Lessard, Paul Edelen, Trace Malucci, Timothy Johnston, Administrative Officer Joyce M. Stille and Robert M. DeCrescenzo, Esq. Richard Tuthill and Richard Hayes were not in attendance.

1. Call to Order: Robert Lessard called the meeting to order at 7:35 p.m.
2. Public Comments: None.
3. Approval of Minutes: Timothy Johnston moved to approve the minutes from the first meeting on March 21, 2017. Trace Malucci seconded. Motion unanimously passed.
4. Correspondence: None.
5. Unfinished Business:
 - a. Seminar on Ethics Boards Responsibilities: Expert Speaker, Attorney Robert M. DeCrescenzo from the Law Firm of Updike, Kelly & Spellacy, P.C. presented a seminar on the Code of Ethics. The discussion included, but was not limited to:
 - i. "Common Law" of Ethical Behavior
 - ii. Municipal Codes of Ethics
 - iii. Town of Bolton Code of Ethics
 - iv. State of CT Code of Ethics
 - v. Examples of Ethical Issues
 - vi. Procedures/Confidentiality/Conflicts of Interest

Throughout the seminar, questions were raised and answered by Attorney DeCrescenzo. Examples of questions include: Edelen wanted clarification on the appearance of something that was improper. Johnston asked about ethical conflicts. Lessard asked about whether an official will have a monetary gain or loss based on official's activity. Malucci asked if complaints can be submitted via emails.

Stille discussed that Simsbury's Code of Ethics was a good example to go by.

What is discussed in "Executive Sessions" was also mentioned. Stille said that during "Executive Sessions", a board clerk would be excused from the meeting due to confidentiality, and only parties involved would stay.

Several examples of conflicts of interest were shared and the Board members discussed whether they were valid or not and why.

- b. Discussion of Board Procedures and Complaint Handling Procedures: Stille mentioned that a staff employee researched several town's Code of Ethics for samples of forms and procedures. (Brookfield, Coventry, Mansfield, Simsbury, Somers and Tolland) Stille will collect additional information for preparation of Bolton's own forms and procedures and assist in first draft of forms.

Lessard and Johnston will work with Stille to create draft documents for the Board's next meeting.

6. New Business:
 - a. Next Steps: Lessard asked if the recording of this meeting can be available to the absent members. Stille said yes and they can also view handouts from Attorney DeCrescenzo.

Attorney DeCrescenzo suggested the Board also create an Acknowledgement Letter and Notice to Respondent letter.

Johnston asked how many complaints should Bolton expect? Atty DeCrescenzo felt Bolton would not see a lot of complaints.

Stille mentioned that since 1995, only 1 person came forward but it was determined that their issue was not an ethics issue. Atty DeCrescenzo mentioned that sometimes people think a violation of the Freedom of Information is an ethical issue, when, in fact, it is not.

Lessard suggested next meeting to be in June, 2017. Date set for June 20, 2017 at 7:00 p.m. at Town Hall.

7. Reports: None
8. Executive Session: None.
9. Adjournment: Johnston moved to adjourn the meeting at 9:25 p.m. Seconded by Edelen. Motion unanimously passed.

Respectfully submitted,

Joanne M. Castonguay
Board Clerk

Please see minutes of subsequent meetings for approval of these minutes and any corrections hereto.