

**BOARD OF ETHICS
SPECIAL MEETING
TUESDAY, OCTOBER 4, 2011
TOWN OFFICE BUILDING – 7:00 P.M.**

Call to Order: The meeting was called to order at 7:07p.m. by First Selectman Leo Paul, Jr, Acting Chairman with all Board members present: Meredith Blake, Dr. Avery Jenkins, Peter Losee, William Neller, David Pavlick, Lois Pike, Bryan Simmons, and alternate members Gerald Gault and Francis Gorman.

Introduction of New Members: All members introduced themselves.

Nominate and Vote on Officers: a) **Chairman:** L. Pike nominated David Pavlick to serve as chairman with D. Pavlick declining. W. Neller nominated B. Simmons to serve as chairman, seconded by L. Pike. **Motion:** G. Gault moved to close nominations and W. Neller seconded. All voted aye and the motion carried. B. Simmons then took over chairing the meeting. b) **Vice Chairman:** B. Simmons noted that the Code does not call for a vice chairman but left the decision to the Board. The Board felt a vice chairman would be helpful. A. Jenkins nominated M. Blake as vice chairman with M. Blake declining. M. Blake asked L. Pike if she might be interested as she has served on the Board the longest. L. Pike indicated she has a commitment that will take her out of state and did not feel she would be available to serve. **Motion:** D. Pavlick nominated P. Losee to serve as vice chairman, seconded by L. Pike. All voted aye and the motion passed. c) **Secretary: Motion:** L. Pike nominated A. Jenkins to serve as secretary, seconded by M. Blake. All voted aye and the motion carried.

General Discussion of Code of Ethics: A letter was received and noted from Barbara Putnam regarding the Code. B. Simmons will respond to B. Putnam. B. Simmons provided copies of the Code for members and discussed his goal to do the best for the Town and fulfill the responsibilities according to the Code and discussed a schedule of meetings. He noted that the Code indicates that guidelines should be registered with the Town Clerk and that needs to be addressed. Discussion took place on reviewing the Code and making certain that requirements are being met and that there is clarity for the public should they have a complaint. He suggested that they meet again in a month or so to create a work plan. The Board determined that meeting perhaps quarterly would be advisable. The members will check their calendars on availability for November 3rd or 10th to schedule their next meeting. P. Losee suggested that the Town Clerk would be able to quickly provide the answers to some of the questions that were raised about the Code and the Board's responsibilities. The process of the Board would be worked out with the Board of Selectmen. However, the content would be the charge of the Board of Ethics. It was determined that due to the nature of this Board the agendas would not include a public comment item to keep issues private and confidential. The public may attend meetings and may submit items in writing to the Board.

Adjournment: **Motion:** D. Pavlick moved to adjourn at 7:58p.m., and L. Pike seconded. All voted aye and the motion carried.

Avery Jenkins
Secretary