

The Board of Selectmen Finance and Administration Subcommittee held a meeting on February 1, 2016 at the Notch Road Municipal Center. Present were: First Selectman Robert Morra; Selectmen Mike Eremita, Robert Neil and Gwen Marrion; and Administrative Officer Joyce Stille.

1. CALL TO ORDER

The meeting began at 9:35 A.M.

2. ETHICS ORDINANCE

Based on comments at last Selectmen’s meeting, Ms. Stille shared her revised Code of Ethics Acknowledgement Form and Attorney Barger’s language and comments. By consensus, the group agreed recommending the following Acknowledgement Form for adoption:

TOWN OF BOLTON: CODE OF ETHICS

ACKNOWLEDGEMENT FORM

The Town of Bolton has adopted a Code of Ethics which code governs its relationships with employees, members of all boards, commissions, authorities and committees of the Town, Town officials, and consultants. I hereby acknowledge receiving a copy of such Code of Ethics and understand that it governs my relationship with the Town of Bolton, and that a copy of this ACKNOWLEDGEMENT FORM will be kept in my personnel file or, if not a paid employee, in the Town Clerk’s Office.

Printed Name: _____

Signature: _____

Date: _____

The group also reviewed the proposed implementation plan as outlined in the minutes of the previous meeting and agreed to recommend the plan for adoption.

Lastly, the group discussed whether or not an individual serving on the Board of Ethics should be able to serve on another Town board or commission or be a Town employee or consultant to the Town. Prior, the subcommittee had recommended that members of the Board of Ethics cannot serve on another Town board or commission or be a Town employee or consultant to the Town. Ms. Marrion stated that it should have been in the ordinance if that was the intent.

Mr. Morra stated that he felt that it implied although not specifically stated. The Board of Ethics members need to be perceived and present impression of being completely impartial.

Mr. Neil and Mr. Eremita agreed and added the members should never be in a place where they may have to oversee themselves.

The subcommittee members agreed to recommend a motion be passed by the Board of Selectmen stating that members of the Board of Ethics cannot serve on another Town board or commission or be a Town employee or consultant to the Town.

Just as the Town committees seek candidates to fill vacancies on the Town commissions, the Selectmen will seek unaffiliated voters for positions on the Board of Ethics.

3. CAPITAL

No changes in the capital proposal have occurred. The CAPA committee is meeting this week. Requests are for greater than possible funding.

4. CONTRACTORS

The group discussed the definition of a consultant/contractor under the ethics ordinance. Mr. Eremita noted that we need to consider the intent of the ordinance based on definition of consultant. Examples of consultant are: auditor, insurance consultants and CREC.

5. SPECIAL FUNDS

In the audit, there has been a notation for controls over the student activity fund. To address, the school system is asking that a specific account be established by the Selectmen. Following staff discussion and review, the fund will be on the agenda for the subcommittee to discuss.

6. ADJOURNMENT

A motion was made by Mr. Neil, seconded by Mr. Eremita, to adjourn the meeting at 10:30 A.M. Motion unanimously passed.

Respectfully submitted,

Joyce M. Stille
Administrative Officer

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CORRECTIONS HERETO.