

GREENWICH BOARD OF ETHICS

Minutes of Regular Meeting on February 5th, 2019

Members Present: Paul de Bary, Chair, Robert Grele, John Margenot, Robert Sisca, Rev. Ian Jeremiah, Secretary

The meeting was called to order at 5:36 P.M. by the Chair, who noted that that the agenda for the meeting had been provided to all the members and posted in Town Hall in accordance with Freedom of Information Act requirements.

The Chair noted that a quorum was present with Mr. Grele and Mr. Magenot in attendance and indicated that the first order of business was a self-assessment as a ground work for review of the Mission Statement, Job Description and Statement of Procedures. During this discussion, Mr. Sisca and Rev. Jeremiah joined the meeting.

The Board reviewed its Mission Statement. Upon motion made by Mr. Grele and seconded by Mr. Sisca, the Board voted unanimously to adopt the Mission Statement which is attached hereto as Exhibit I.

The Chair had distributed a draft of the minutes of the Board's meeting on December 11th, 2018, as filed with the Town Clerk. The Chair asked if there were any comments on the minutes. After review, there were no revisions requested to the draft minutes. Upon motion made by Mr. Grele and seconded by Mr. Margenot, the minutes of December 11th, 2018 meeting of the Board were unanimously approved as attached to these minutes as Exhibit II.

The Board then reviewed the Job Description for Board of Ethics members. The members proposed updates to the Job Description to draw attention to the important personal characteristics and general abilities that are desirable for Board of Ethics members. It was recommended that the Chair distribute the updated Job Description for Board of Ethics members to the Board of Selectmen, The Selectmen's Nomination Advisory Committee and the Representative Town Meeting Appointment Committee. The Board voted unanimously to adopt the revised Job Description for Board of Ethics members, attached hereto as Exhibit III.

The next item on the agenda was the review of the Statement of Procedures. The Chair shared a copy of the Statement of Procedures with members of the Board and noted that they were over ten years old, having been adopted on November 13th, 2007 and would benefit from a review. After a discussion, the Board voted unanimously to continue discussion of the Statement of Procedures to its next meeting.

Following this, there was no further business before the Board and the meeting was adjourned by unanimous consent at 7:12 P.M.

EXHIBIT I

Town of Greenwich Board of Ethics

Mission Statement

(As adopted February 5th, 2019)

Purpose: As part of its Charter, the Town of Greenwich established the Board of Ethics to encourage and promote ethical behavior in the conduct of its official business. The Board is charged with administering the Town's Code of Ethics and such other responsibilities as the Selectmen may request.

Scope: The Code of Ethics applies to all elected officials and employees of the Town of Greenwich and members of its appointed boards and commissions. Town rules, procedures and contractual provisions also make private parties, such as Town contractors, responsible for compliance with the Code of Ethics.

Responsibilities: The Board is responsible for:

1. Investigating complaints from the general public of violations of the Town's Code of Ethics and making determinations as to the legitimacy of those complaints.
2. Responding to requests from the Town's elected officials, employees and members of its appointed boards and commissions for advisory opinions as to their responsibilities under the Code.
3. Adopting and revising as appropriate the form used by all Town Officers to report financial interests in Town transactions.

Objectives: By dealing with complaints and requests in a prompt and open manner the Board seeks to:

1. Reassure the general public and the individuals involved that the matters involved have been thoroughly and fairly investigated, examined and analyzed and that all appropriate viewpoints have been heard, and
2. Communicate its conclusions in a clear manner that provides workable guidelines for future conduct.

The Board works to facilitate reporting by Town Officers required under the Code of Ethics in order to increase public confidence in the governance of the Town of Greenwich. It may also provide training, resources and other assistance to Town Officers to help them become familiar with the requirements of the Code and the ethical issues related to the performance of their duties in general.

EXHIBIT II

GREENWICH BOARD OF ETHICS

Minutes of Regular Meeting held on December 11th, 2018

Members Present: Paul de Bary, Chair and Secretary for the meeting, Robert Grele, John Margenot

Members Absent: Rev. Ian Jeremiah, Robert Sisca

Others Present: None

The meeting was called to order at 6:12 P.M. due to the late arrival of the Chair, who noted that a quorum was present and that the agenda for the meeting had been provided to all the members, posted online and posted in Town Hall in accordance with Freedom of Information Act requirements. The Secretary had distributed drafts of the minutes of the Board's executive session on September 11th, 2018 and the special meeting held on October 31st, 2018. After review, there were no revisions requested to the draft minutes and the Chair directed that they be entered into the record as final minutes in the form attached as Exhibit A to these minutes.

The Chair then asked for consideration of the schedule of regular meetings that had been circulated in advance of the meeting. There were no objections to the proposed schedule. Accordingly, on motion made by Mr. Grele and seconded by Mr. Margenot, the Schedule of Regular Meetings for 2018 was unanimously adopted and the chair directed that it be attached to these minutes as Exhibit B.

The next item on the agenda was a report from the Chair concerning a proposed roundtable discussion being organized by the chair of the RTM's Appointments Committee. Mr. Grele indicated his willingness to serve as a member of the roundtable. The Chair indicated that he would keep the members informed of the schedule for the event.

The Board then reviewed a draft of an Advisory Opinion requested by the Commission on Aging. The draft had been circulated to the members of the Board earlier and had also been reviewed by the Chair and Vice-Chair of the Commission, who had advised the Chair that it met their requirements and asked the Chair to express their appreciation to the Board for its careful work on the issues addressed in the opinion. Following the Board's review and discussion, Mr. Grele moved that the opinion be adopted. The motion was seconded by Mr. Margenot and approved unanimously. The Chair directed that it be attached to these minutes as Exhibit C.

Following this discussion, there was no further business before the Board and the meeting was adjourned by unanimous consent at 6:48 P.M.

EXHIBIT A

GREENWICH BOARD OF ETHICS

**Minutes of Special Meeting on October 31st, 2018
Executive Session**

[Not attached – Approved at December 11th Meeting]

EXHIBIT B

Regular Meeting Schedule for 2019

[Not attached – Approved at December 11th Meeting]

EXHIBIT C

Advisory Opinion No. 19-02

[Not attached – Approved at December 11th Meeting]

EXHIBIT III

Job Description – Board of Ethics Members

Minimum Standards:

Cannot hold any other Town position

Personal Characteristics¹

Reputation for fairness and personal integrity

Courteous, respectful and even-tempered demeanor

Thoughtful and open-minded attitude

General Abilities:

Diligent, cooperative and supportive work ethic

Thorough understanding of what local governments do and how they operate

Familiarity with public meeting procedures, due process requirements and FOIA

Ability to write and communicate clearly and efficiently

Ability to investigate facts

Ability to analyze complex situations and identify relevant issues

Capacity for discretion and ability to maintain confidences

Facility for providing practical and useful personal and organizational guidance

Relevant Skills:

Dispute Resolution

Human Resources

Counseling

Ethics Training

Research and Documentation

Auditing and Internal Controls

¹ Candidates for the Board of Ethics should be generally known to possess these characteristics.