

GREENWICH BOARD OF ETHICS

Minutes of Meeting of April 12th, 2016

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

Members Absent: Robert Sisca

Others Present: None

The meeting was called to order at 5:42 P.M. by the Chair, who noted that a quorum was present. He reported that Mr. Sisca had asked him to apologize to the other members of the Board for being unable to attend the meeting. As acting Secretary, the Chair had distributed a draft of the minutes of Board's meeting on December 8th, 2015. He noted that the error with regard to the year (2016 instead of 2015) in a prior draft had been corrected. After review, there were no further revisions requested to the draft minutes.

Upon motion made by Mr. Grele and seconded by Mr. Margenot, the minutes of the December 8th, 2015 meeting of the Board were approved as attached to these minutes. Rev. Jeremiah abstained from the vote as he was not a member of the Board and had not attended the prior meeting.

The Chair then formally announced that the Selectmen had appointed Rev. Jeremiah to the Board and he was welcomed by the other members and thanked for his willingness to be of service to the Town. The Chair and other members then provided Rev. Jeremiah with a brief orientation describing the operations of the Board and providing him with the Board's Statement of Procedures, the Official Reports of the Board of Ethics and other materials to assist him in his service.

The next item on the agenda was a review of email correspondence sent to the Board via the Board's Hotline email address, copies of which had been sent to the members in their meeting materials, which had also been posted on the Board of Ethics pages on the Town website. The Chair advised that the sender of the emails had indicated that she would be unable to attend the meeting and had requested that the item be postponed until the June meeting. The Chair had agreed to postpone the item on the understanding that the sender would review the matter carefully and seek assistance in preparing a formal complaint. He had also requested the sender's consideration in allowing the Board to use their time efficiently by concentrating on matters within the Board's jurisdiction.

The Board then reviewed a draft of proposed amendments to the Code of Ethics that would authorize the Board to establish an electronic system for ethics disclosure

reporting as an alternative to the existing paper filing system. The preparation of the draft had been approved by the Board at its last meeting following discussions with the 1st Selectman, the Town Attorney and the Director of Human Resources at the Board's meeting of September 15th, 2015. Following the Board's review and discussion of the draft, Mr. Grele moved that the proposed amendment, in the form attached to these minutes as Exhibit A, be submitted to the 1st Selectman for consideration as an amendment to the Code of Ethics to be proposed to the Greenwich Representative Town Meeting. The motion was seconded by Mr. Margenot and approved unanimously.

The next item to be addressed was the election of a Secretary for the Board. Mr. Grele made a motion that Reverend Jeremiah be elected to serve as Secretary and Rev. Jeremiah indicated that he would be willing to serve as Secretary. Mr. Margenot seconded the motion. While Rev. Jeremiah abstained, the motion was unanimously adopted by all the other members.

Following this discussion, there was no further business before the Board and the meeting was adjourned by unanimous consent at 6:58 P.M.

GREENWICH BOARD OF ETHICS

Minutes of Meeting of December 8th, 2015

Members Present: Paul de Bary, Chair and Acting Secretary, Robert Grele, Robert Sisca, John Margenot

Members Absent: None

Others Present: None

The meeting was called to order at 5:40 P.M. by the Chair, who noted that a quorum was present. As acting Secretary, the Chair had distributed a draft of the minutes of Board's September 15th meeting.

Upon motion made by Mr. Grele and seconded by Mr. Margenot, the minutes of the September 15th, 2015 meeting of the Board were unanimously approved as attached to these minutes.

The Chair then reported to the Board about his presentation and the questions that were raised when he was invited by the 1st Selectman to attend the monthly meeting of Town Department heads and his discussion with a member of the Finance Department concerning the Board's Budget for the 2016-2017 Fiscal Year.

The next item on the agenda was the adoption of a meeting schedule for the 2016 calendar year, which is required to be filed with the Town Clerk prior to January 30th of each year. Mr. Sisca recalled that the Town celebrated President's Day on an alternate Date and the Town Facilities Calendar was consulted. It appeared that February 15th was the date as there were no events scheduled for that date. The Chair agreed to confirm this prior to filing the schedule. Upon motion made by Mr. Margenot and seconded by Mr. Sisca, the attached Schedule of Meetings for 2016 was adopted, subject to confirmation by the Chair that the Town would celebrate President's Day on February 15th.

The Board then discussed several ethical issues raised by cases in other jurisdictions in order to explore their implications for the Town.

Following this discussion, there was no further business before the Board and the meeting was adjourned by unanimous consent at 6:45 P.M.

Exhibit A

Draft Proposed Technical Amendment to Code of Ethics

Section 5 of the Code of Ethics is hereby amended to add the following additional sentences at the end thereof:

In lieu of filing reports as provided above, the Board of Ethics may permit Town Officers to submit reports regarding substantial financial interests in actions or transactions by the Town in digital format using an electronic system. Such system need not require statements to be signed under oath and may provide for the filing of reports at the time the Town Officer becomes aware of an interest (but not later than would otherwise be required under this Section). Each Town Officer using such electronic system shall be required to agree to the terms and conditions established for the use of the system by the Board of Ethics. The Board of Ethics is also authorized from time to time to evaluate the threshold for reporting provided for in this Section and to make such adjustments to the threshold as the Board of Ethics' determines in its reasonable discretion to represent a substantial financial interest at the time the adjustment is made. 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.

**BOARD OF ETHICS OF THE TOWN OF GREENWICH
RECORD OF VOTES BY THE BOARD**

DATE: ,APRIL 12, 2016

**MOTION/RESOLUTION: (1) TO APPROVE THE MINUTES OF
THE DECEMBER 8TH, 2015 MEETING**

Member	Yea	Nay	Abstain	Absent
Paul de Bary			x	
Robert Grele	x			
Rev. Ian Jeremiah			x	
John Margenot	x			
Robert Sisca				x

**BOARD OF ETHICS OF THE TOWN OF GREENWICH
RECORD OF VOTES BY THE BOARD**

DATE: ,APRIL 12, 2016

MOTION/RESOLUTION: (2) THAT DRAFT TECHNICAL AMENDMENTS TO THE CODE OF ETHICS, IN THE FORM ATTACHED TO THE MINUTES AS EXHIBIT A, BE SUBMITTED TO THE 1ST SELECTMAN FOR CONSIDERATION AS AN AMENDMENT TO THE CODE OF ETHICS TO BE PROPOSED TO THE GREENWICH REPRESENTATIVE TOWN MEETING.

Member	Yea	Nay	Abstain	Absent
Paul de Bary			x	
Robert Grele	x			
Rev. Ian Jeremiah	x			
John Margenot	x			
Robert Sisca				x

**BOARD OF ETHICS OF THE TOWN OF GREENWICH
RECORD OF VOTES BY THE BOARD**

DATE: ,APRIL 12, 2016

MOTION/RESOLUTION: (3) THAT REV. IAN JEREMIAH BE ELECTED AS SECRETARY OF THE BOARD OF ETHICS TO SERVE FOR A TERM OF ONE YEAR OR UNTIL A SUCESSOR IS ELLECTED AND ABLE TO SERVE.

Member	Yea	Nay	Abstain	Absent
Paul de Bary	x			
Robert Grele	x			
Rev. Ian Jeremiah			x	
John Margenot	x			
Robert Sisca				x