

Town of Hebron  
Ethics Study Committee  
January 6, 2010  
Minutes

RECEIVED

2010 JAN -8 A 9:06

*Ann C. Hughes*  
HEBRON TOWN CLERK

**Members Present:** Stan Marchut, Robert Zamojcin, Charles Redfern, Peter Moon, Elaine Griffin, Linda Blakely, Ann Hughes, Donna Ferree  
**Absent:** Glenn McGrath

Chairman R. Zamojcin called the meeting to order at 7:04 p.m.

### Pledge of Allegiance

**Approval of December 16, 2009 minutes:** A. Hughes made a motion to accept the minutes with the following change; Add under attendance: Guests: Jeff Watt, Board of Selectman. Add Public Comment: J. Watt discussed the original charge to the Ethic Study Committee and asked that they concentrate on that and due to changes that might occur at the state level leave the employee involvement section last. Motion was seconded, brief discussion followed, motion carried. E. Griffin abstained.

### Review Definitions and Action Items:

**Town of Ellington Code of Ethics** has been emailed to committee members in a word document format.

**Ellington Comments:** A. Hughes talked with Town of Ellington Code of Ethics Chairperson Ron Hull. Ellington was charged with 4 objectives. 1. To write the code, 2. Create a method to receive complaints, 3. Permit the commission to perform in an advisory capacity, 4. Educate the public. Ellington has been working on the Code of Ethics for 2 years and hired an independent attorney to advise the commission. He also stated that most of the complaints received are non-ethic complaints.

There was discussion regarding that the State hasn't mandated municipalities to develop a commission only the Code of Ethics. It was also discussed that the State does have guide lines for established commissions that are in the model code.

R. Zamojcin has found a CCM survey on the internet. It lists the number of Towns with ethic codes, commission and other facts. R. Zamojcin will email that survey to members for their review.

**Definition of "Family":** P. Moon researched the definition of "family" and reviewed it with the commission. A motion was made to define **Immediate Family** as spouse/domestic partner, child(ren), parents, siblings of either and any dependant individual residing in the household. Motion was seconded, much discussion, motion carried.

**Progress on Employee Code Sections:** Peter moon passed out copies of the Articles from Employee Handbook that pertains to the provisions mandated by the State Code.

S. Marchut will take these Articles from the Handbook that relate to the State Code of ethics and compare and post against the model code provisions for further break out.

The committee reviewed the definition of Independent Contractors. **Independent Contractors, Subcontractors, Consultants and Vendors:** Any person(s) or business entities, including vendors, providing goods or services whether under contract or not to the Town, that are in a position to influence any decision of a town board, commission, committee, official or employee.

**Continue Review of Ellington Draft and State Model Code:** Tabled until provisions and Personnel Handbook Articles have been reviewed.

**New Business:**

**All Boards Meeting:** The committee discussed issues to be addressed at the All Board Meeting. E. Griffin will investigate having a link through the Town's website for residents to direct and voice concerns. Although not required the entire committee is invited to attend.

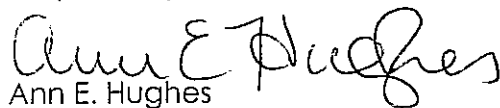
**Develop Plan/Procedure to Document Code:** It was suggested to use the Code of Ethics from the Town of Ellington and the selected Articles from the Personnel Handbook along with the 18 provisions from the State Model Code to be worked into Hebron's Code of Ethics.

**Public hearings:** It might be possible to have a public hearing during one of the regular meetings or just prior to a BOS meeting. A March time frame was considered. R. Zamojcin will work out details with the BOS.

**Develop Plan of Enumerating Pros and Cons of a Commission:** S. Marchut stated if there is no commission there should be a vehicle to receive any ethic complaints. It was thought that the committee should debate the pros and cons. D. Ferree suggested a concentration on the finalizing a code and then look at whether a commission is necessary. After the Code is in place the committee should look at State mandates and other towns to see how a commission was established and the financial impact.

**Adjournment:** A motion was made to adjourn at 8:39 pm, seconded, motion carried.

Respectfully Submitted,

  
Ann E. Hughes

Next meeting: Wednesday, January 20, 2010, 7 PM, Town Office Building