

ETHICS COMMISSION MEETING
MINUTES
November 19, 2014

Call to Order:

The November 19, 2014, Regular Meeting of the Ethics Commission was called to order by Atul Shah, Chairman at 7:34 PM.

Present: Atul Shah, Chairman, Don Blevins, Lynn Lynch, Shawna Zito-Hannan

Excused: Marilyn Percy, George Peteros **Absent:** Louisa Miner

Approval of Minutes:

D. Blevins moved that the minutes of the June 18, 2014 meeting be approved. S. Zito-Hannan seconded. The minutes as written were accepted with a unanimous decision.

Review of Correspondence:

Correspondence received by Chairman, Atul Shah from June 2014 through November 2014 was shared.

1. Correspondence for Sept. 17, 2014 meeting

- 6/19/14, received from the RTM : Call for a special meeting of the RTM on Monday, June 23, 2014
- 7/1/14, received from the RTM : Minutes from Special Meeting on June 23, 2014
- 7/7/14, sent to Chairman Ron Fedor, Board of Finance (based on advice of Finance Director Rudy Beers): Out-of-series budget transfer request totaling \$25.00
 - From: 10143-53010 Office Supplies : \$25.00
 - To: 10143-51210 Ethics Commission Clerical : \$23.00
 - 10143-51920 Ethics Commission FICA : \$2.00
- 7/25/14, received from the RTM : Call for a regular meeting of the RTM on Monday, Aug. 4, 2014
- 7/26/14, received from Catherine M. Reese, Human Resources Assistant: Request to complete performance evaluation for Recording Secretary, Stacey Tynan.
- 8/8/14, received from Town Clerk's Office: YTD expenditure information, dated 8/6/14. From 7/1/2014-7/31/2014, expended \$57.06 with \$665.94 (92.10%) remaining
- 8/12/14, received from the RTM : Minutes from Regular Meeting on Aug. 4, 2014
- 8/15/14, received from the RTM : Call for a special meeting of the RTM on Monday, Aug. 25, 2014
- 8/28/14, received from the RTM : Minutes from Special Meeting on Aug. 25, 2014
- 9/4/14, received from Town Clerk's Office: YTD expenditure information, dated 9/2/14. From 7/1/2014-8/31/2014, expended \$57.06 with \$665.94 (92.10%) remaining

2. Correspondence for Oct. 15, 2014 meeting

- 9/25/14, received from the RTM : Call for a regular meeting of the RTM on Monday, Oct. 6, 2014

- 10/2/14, received from First Selectman's Office (via interoffice correspondence): Request for FY2014 Ethics Commission Annual Report, due by Nov. 14, 2014
- 10/3/14, received from Town Clerk's Office: YTD expenditure information, dated 10/1/14. From 7/1/2014-9/30/2014, expended \$57.06 with \$665.94 (92.10%) remaining
- 10/8/14, received from the RTM : Minutes from Regular Meeting on Oct. 6, 2014

3. Correspondence for Nov. 19, 2014 meeting

- 10/18/14, received from Town Clerk's Office: request for schedule of regular meetings for 2015; due by Dec. 31, 2014 and at least 30 days prior to a meeting
- 10/21/14, received from Human Resources: schedule of 2015 holidays
- 11/7/14, received from RTM: call for special meeting Nov. 17, 2014
- 11/12/14, received from Town Clerk's Office: YTD expenditure information, dated 11/7/14. From 7/1/2014-10/31/2014, expended \$57.06 with \$665.94 (92.10%) remaining
- 11/12/14, submitted Waterford Ethics Commission Annual Report, dated 11/11/14, to First Selectman's Office and Director of Finance.

Old Business:

No Old Business to discuss.

New Business:

1. Set dates for 2015 meetings.

Chairman Shah presented monthly meeting dates for the 2015 Ethics Commission schedule. Discussion followed regarding the need to meet on a monthly basis. S. Zito-Hannan presented a suggestion to meet once a quarter with the caveat to call a special meeting when a need presented itself. Discussion followed.

Motion: S. Zito-Hannan moved to set the 2015 schedule for quarterly Ethics Commission meetings to begin with February 25, 2015 and follow with May 20, 2015, August 19, 2015 and November 18, 2015. Seconded by Lynn Lynch. Unanimous.

2. Member terms.

The members of the committee reviewed their stated terms: Atul Shah, Chairman 2/3/14 – 2/1/16; Louisa Miner 2/17/13 – 2/2/15; Shawna Zito-Hannan 2/7/13 – 2/2/15; Donald Blevins 2/3/14 – 2/1/16; Marilyn Percy 2/3/14 – 2/1/16; George A. Peteros 2/3/14 – 2/1/16; Lynn Lynch 2/7/13 – 2/2/15.

Louisa Miner, Shawna Zito-Hannan and Lynn Lynch may need replacements. Chmn. Shah will alert the RTM; Bill Sheehan DTC and Kathleen McCarty RTC for possible replacements.

Adjournment:

Motion by Don Blevins, seconded by Shawna Zito-Hannan, to adjourn at 8:00 PM. Unanimous decision.

Respectfully submitted,

Stacey M. Tynan - Recording Secretary