ETHICS COMMISSION
MUNICIPAL OFFICE COMPLEX
MEETING ROOM 3
WEDNESDAY, APRIL 12, 2023
7:00 P.M.
SPECIAL MEETING

DRAFT MINUTES

1. Call to Order
   – Chairman Bruce Gelston called the meeting to order at 7:01 pm.
   - Attendance: Bruce Gelston, Chairman; Valerie Almada; Paul Stuhlman; Kevin Staehly
   - Ms. Janie Pittendreigh was the only person in the audience

2. Approval of Minutes: Special Meeting of March 29, 2023
   - A copy of the draft minutes for the 03/29/2023 Special Meeting was circulated to the members for review.
   - **Paul Stuhlman motioned to accept the minutes of the 03/29/2023 Special Meeting without amendment**
   - **Valerie Almada seconded the motion.**
   - **Motion passed unanimously**

3. Unfinished Business

   A. Discussion of Redistribution of the Code of Ethical Conduct to Board, Commissions, and Committees
      a. Ms. Almada provided an overview of the history of the Ethics Commission and informed the Commission that the Code of Ethical Conduct (CoC or CoE) was given to all Town employees and Boards in June 2008, and that a signed acknowledgement was returned to the Town at that time. It had since been added to the Town Handbook, which is presently under revision.
      b. In response to a question by Mr. Stuhlman, Ms. Almada confirmed that the CoC has not been distributed again since that time in 2008.
      c. A general discussion took place regarding the scope of the Committee's ability to act as well as its responsibilities
         i. **Kevin Staehly made a motion to recommend to the Board of Selectmen that the onboarding packet be revised and distributed to all current Town employees and volunteers, and to each new employee or volunteer as they join, of which such packet should include the Code of Ethical Conduct as well as an acknowledgement signature form.**
         ii. **Mr. Stuhlman seconded the motion**
         iii. **There being no additional discussion, the motion passed unanimously**

4. New Business

A. Commission Reappointment Discussion and Recommendation
    a. Chairman Gelston advised the Commission of the Board of Selectman's acceptance of the Commission's recommendation to reappoint Ms. Almada and Chairman Gelston to the Commission for their respective terms, at its April 5, 2023 meeting.
    b. Chairman Gelston introduced Ms. Janie Pittendreigh, whose application for membership on the Commission had been introduced at the March 29, 2023 meeting.
        i. A general discussion of Ms. Pittendreigh's interest in serving on the Commission took place, where Ms. Pittendreigh highlighted her long history in the community.
        ii. Chairman Gelston took a few minutes to review the Commission's charge, as well as various procedures and protocols for joining and serving on the Commission
        iii. A general conversation took place about the specific vacancy that Ms. Pittendreigh was expected to fill, and whether the Commission could recommend her for renewal since the term expired before the next Regular Meeting.
        iv. Mr. Stuhlman made a motion to recommend to the Board of Selectmen the appointment of Ms. Janie Pittendreigh to the Ethics Commission for the vacant 3-Year Term expiring 6/30/2023, and if allowable, to reappoint Ms. Pittendreigh for the term expiring 6/30/26
        v. Chairman Gelston seconded the motion
        vi. There being no discussion, the motion passed unanimously

B. Other Discussion
    a. The Chairman having invited Ms. Pittendreigh to ask questions at any time, Ms. Pittendreigh asked the Commission what the reporting and enforcement mechanisms are for the Commission.
        i. Chairman Gelston reviewed the charge and outlined how a community member would lodge a complaint.
        ii. A general discussion over the enforcement mechanism for such a finding took place with no definite conclusion at the time. Chairman Gelston volunteered to seek additional input from the Board of Selectman.

C. Next Meeting Date (TBD)
    a. A general discussion took place about the types of meetings that can be held, and the requirements of each.
    b. A general discussion took place about the Commission members' schedules, room availability, and that at least one more Special Meeting would be needed.
    c. Mr. Staehly made a motion to hold the next Special Meeting on April 26th at 7 PM, and a Regular Meeting on October 11 at 7 PM, both in Meeting Room 3 as dependent on room availability at the Municipal Office

Complex.

d. **Mr. Stuhlman seconded the motion**
e. **There being no additional discussion, the motion passed unanimously**

5. Audience of Citizens

- There was no additional discussion or comments from the audience. No digital correspondence from the Livestream was received.

6. Adjournment

- Chairman Gelston made a motion to adjourn the meeting at 7:55 pm.
- Valerie Almada seconded the motion.
- Unanimous Aye.

A video recording of this meeting is available digitally on YouTube at the following link: https://www.youtube.com/watch?v=t6l8zIywZRM

You may also access the Town's YouTube Channel from the Town's website: www.easthaddam.org

Respectfully submitted, Kevin Staehly