



TOWN OF HAMDEN

Final/Unapproved 02 07 2021

Board of Ethics

Minutes: The Board of Ethics, Town of Hamden held a regular meeting at 7:00 p.m. on Tuesday February 2, 2021 via virtual Zoom; the following issues were discussed:

Attending: Philip G. Kent, Jean Larson, Ann Pari, Ellen Rosenthal, and Edward Simon. Also in attendance: Patrice LeMoine, Clerk for the Board.

1. **Call to order:** Mr. Kent called the meeting to order at 7:06 p.m.
2. **Approval of minutes of the special meeting of December 1, 2020:** Chairman Kent entertained a motion to approve the minutes of the December meeting. A correction was noted to correct the following: Both Ann Pari and Edward Simon's terms were up for renewal and were waiting for the Mayor to reappoint them to the Board. Ms. Larson's renewal is up December 31, 2022. A correction was made to item 5. Old Business, second paragraph, last sentence—"the Board will hold a meeting on the town's property." **A motion** was made by Ms. Larson to approve the minutes as corrected. Mr. Simon seconded the motion and the chair called for a vote:

P. Kent	aye	E. Rosenthal	aye
J. Larson	aye	E. Simon	aye
A. Pari	aye		

The motion passed unanimously.

3. **Correspondence:** Mr. Kent presented a letter, dated January 8, 2021, from Town Attorney, Susan Gruen. The letter copied to Mayor Curt Leng and Town Clerk, Vera Morrison. This letter will be discussed under new business.
4. **New Business:**
 - a. Report on the status of code revisions – The letter from Attorney Gruen noted the resignation from former Board member Walter Rochow and her presentation of

the code of ethics to the Mayor. Ms. Gruen provided her professional opinion and approval of the information. Therefore, we hope to receive approval to post the code to the town's website. Mr. Kent recalls he presented the code of ethics to both parties this past summer.

- b. Report on informal inquiries re advisory opinions – Mr. Kent received two inquiries. One inquiry questioned “if it is legal to certify a list after it has officially expired.”

And the second inquiry was regarding instructions to file a complaint regarding a violation from a town or government employee.

Due to COVID, Mr. Kent will contact both parties and ask them to follow instructions (available on the town's website) and file an inquiry or a complaint to the Board of Ethics. The Board will forward to the Town's webmaster the forms to upload to the website, which would allow one to complete the forms from a computer and once completed to forward to the Town Clerk's office.

- c. Charter Commission – Mr. Kent attended a meeting with the Commission to answer a number of questions regarding the Board of Ethics. He informed them that a number of revisions were submitted to the Town Mayor and Attorney. At that time, he offered to forward an approved set of the code of ethics to the Commissioners.

5. Old Business:

- a. Continued discussion on updating Procedures and Requirements – Ms. Larson worked from the notes from a prior meeting and presented a revised remote attendance policy document. The circumstances vary by situation and note the various formats and procedures would be used. Some discretion from the Board chair and/or the town will be addressed, as like the current situation of the State's executive order.

Motion: Mr. Kent requested a motion to approve the policy for Remote Meetings as presented with corrections on February 2, 2021. A motion was made by Ms. Pari and seconded by Mr. Simon. The chair called for a vote:

P. Kent	aye	E. Rosenthal	aye
J. Larson	aye	E. Simon	aye
A. Pari	aye		

The vote passed.

- b. Review and discussion of Complaint form. Ms. LeMoine presented the draft of the forms for an inquiry and a complaint. The forms are to agree with the Board of Ethics' instructions that are available in the Town Clerk's office and will be posted to the Board of Ethics' section on the Town's webpage. The forms are in a pdf fillable format and allow someone to complete via computer, print, sign and notarize, where applicable, and forward to the Board (via the Town Clerk's

office). A number of changes were made, and Ms. LeMoine agreed to present a final set of documents in a pdf format for the Board to approve and Mr. Simon agreed to present to Mr. Patrick Donnelly to assist and upload to the webpage.

6. **Adjournment:** Chairman Kent requested a motion to adjourn the meeting. At 8:11 p.m. Ms. Rosenthal moved to adjourn, which was seconded by Ms. Larson. All were in favor.

Submitted by:

s/ Patrice A. LeMoine

Clerk for the Board of Ethics

Attachment A: Remote Meetings Policy (Board of Ethics) Amended 02 02 2021

Attachment B: Information Form (Board of Ethics) Corrected 02 02 2021

**Town of Hamden
Board of Ethics**

(Attachment A)

Remote meetings policy (August 2020)

All members are expected to attend all meetings, whether scheduled for in-person attendance, or by videoconferencing service.

When meetings are able to be conducted in person, all members are expected to attend in person. The Board recognizes, however, that circumstances may require adaptation to this expectation, as described below.

1. Conduct of business by email.

When a matter before the Board (committee) requires any interim attention or advance review and it is not feasible to convene a meeting. (e.g., inclement weather, multiple members out of town)

2. Conduct of business by teleconference.

A member may join the meeting by telephone under the following circumstances:

- a) If unable to attend a meeting in person for other than health reasons (two meetings in a twelve-month period).
- b) If a matter before the committee requires a vote and a quorum can only be achieved by allowing a member to attend by telephone.
- c) Due to temporary disability.
- d) Due to longer term disability.

3. Up to two members would be allowed to participate remotely.

4. Given the size of this committee, it is assumed the member(s) phoning-in would be eligible to vote.

The decision to conduct meetings by videoconferencing is at the discretion of the Town or the Chair. When such a decision is in place, all members are expected to access the videoconferencing link and to participate in the business of the Board.

**Town of Hamden
Board of Ethics**

(Attachment B)

Information Form

The Hamden Board of Ethics was established in 1969 with the purpose of adopting ethical standards for all town officials and employees. Pursuant to the Charter of the Town of Hamden, the Board is also charged with the responsibility of receiving and investigating complaints, holding hearings regarding potential violations of the Code of Ethics. The Board serves in an advisory capacity to the Mayor and other town officials by rendering advisory opinions as to whether a violation of the Town Charter has occurred.

1. Advisory Opinions

Officials and Town employees may request an advisory opinion from the Board on situations or issues regarding the Code of Ethics or Conflict of Interest policy. To request an advisory opinion, complete the "Request for Board of Ethics Advisory Opinion" form and hand deliver or mail it to:

**Hamden Town Clerk's office
c/o the Board of Ethics**
Government Center
2750 Dixwell Avenue
Hamden, CT 06518

2. Complaints

Any person who believes a violation of the Code has occurred should file a complaint with the Board, using the "Code of Ethics Complaint" form. Once completed, the form must be notarized and hand delivered or mailed to:

**Hamden Town Clerk's office
c/o the Board of Ethics**
Government Center
2750 Dixwell Avenue
Hamden, CT 06518

Advisory Opinion and Complaint forms are available in the Town Clerk's office at Government Center and online via the Town of Hamden, Board of Ethics ([Board of Ethics | Hamden, CT](#)).

A notary is available at the Town Clerk's office.

A timeline of the Board of Ethics' review of complaint(s) and action process is also available.

**Town of Hamden
Board of Ethics**

Request for Advisory Opinion

*This form is to be used by Town officials and Town employees to request an advisory opinion from the Board of Ethics. **It is not to be used to file a complaint.*** When completed, place in a sealed envelope marked "confidential" and hand deliver or mail to:*

**Hamden Town Clerk's office
c/o the Board of Ethics**
Government Center
2750 Dixwell Avenue
Hamden, CT 06518

**If you want to file a complaint, complete the Complaint form, available at the Town Clerk's office, or online via the Town of Hamden, Board of Ethics (www.hamden.com/303/board-of-ethics) ([Board of Ethics | Hamden, CT](#)).*

Name:

Mailing address:

Phone number:

Email address:

Date:

Town Official _____ Town Employee _____

Department:

Request: Be as specific as possible. Use as much space as necessary. Include additional sheets if needed and any documentation. Please also specify which section of the Code is the basis of your question.

By submitting this request, I seek advice about whether this situation is in compliance with the Hamden Code of Ethics and Conflict of Interest policy, and whether action is required on my part. I understand that the opinion determined by the Board of Ethics is binding and final.

Signature

Date

(Requests for advisory opinions do not need to be notarized.)

**Town of Hamden
Board of Ethics**

**Complaint Form
(Confidential)**

This form is to be used by any person to submit a complaint to the Board of Ethics regarding a violation of the Town Charter or Code of Ethics.

When completed, place in a sealed envelope marked "confidential" and hand deliver or mail to:

**Hamden Town Clerk's office
c/o the Board of Ethics
Government Center
2750 Dixwell Avenue
Hamden, CT 06518**

Name of Complaining Party:

Address:

Name of Respondent (*Person/subject of your complaint*):

Town Department of Respondent:

Statement of facts: *Include in your statement the date and circumstances which form the basis for your complaint. You may attach additional sheets as needed. Number each page and include your name on each page. Note that complaints must be for actions of current Town officials or employees only and have occurred within the three years of the date of the complaint.*

Section of the Town Charter or Code of Ethics that was violated: (*Not mandatory*)

Board of Ethics
Complaint Form

I hereby state that the above complaint and facts are true to the best of my knowledge.

Signed:

Signature

Date

Notary statement (*Complaint forms must be notarized before submission to the Board of Ethics.*)

State of Connecticut
County of

SS

On this, the ____ day of _____, 20____, before me _____

The undersigned personally appeared _____; known to me, (or satisfactorily proven) to be the person whose name is subscribed to the above complaint who swore to the truth of the statements contained herein.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public/Justice of the Peace/Commissioner
of the Superior Court