

Ethics Board Meeting Minutes - Approved  
Date: February 13, 2017

The regular meeting of the Ethics Board began at 6:35 pm in the Engineering Conference area at Town Hall.

Members attending were: Albert Durante, Acting Chair, James Martorano, Michael Reda, Lynette Waterhouse, and Laurie Noonan, Secretary.

Non-voting Member: Michael McDermott - not present (required to be in court)

1. Regular Business:

- a. Attendance was noted.
- b. A review of the 2015 Disclosure Forms was conducted by the members. All form envelopes submitted were unsealed and reviewed by two separate Ethics Board members. No findings resulted from this review.

2. New Business

- a. During the Disclosure Form review, a questions was raised as to the retention period for the submitted forms. A note was made to ask Mike McDermott about this subject at the next regular meeting of the Board.
- b. Albert led the discussion and review of our board's policies and procedures. All board members were led through the process of addressing and handling Ethics complaints. The complaint handling forms, that had been previously developed and approved, were reviewed with the newer board members. It was noted that these policies and procedures have been posted on the Town website.
- c. A suggestion of repeating the Ethics training for the Town staff, that was conducted in the past by Steven Leventhal was offered.
- d. Albert moved to end the meeting at 7:12 pm.

Next Steps:

The next meeting was tentatively scheduled for March 13, 2017, at 6:30pm in the Engineering Conference area.

The meeting adjourned at 7:15 pm.

Minutes submitted by Laurie Noonan