Mr. John Bashar introduced himself and stated for the purpose of commencing this meeting, he will call it to order.

_Call To Order/Pledge of Allegiance_
The Board of Ethics meeting was called to order by Ethics Member John Bashar at 7:09 pm in Room 104 at Shelton City Hall.

The Pledge of Allegiance was recited.

_Attendance_
Walter Drozeck
Paul Bueker
John Bashar
Thomas Welch, Corporation Counsel - arrived 7:10 pm

_Also Attending:_
Cyndee Burke, Clerk
Judson Crawford, Board of Apportionment & Taxation
Ethan Fry, Valley Independent Sentinel

_Appoint Temporary Chairman_
Paul Bueker moved to appoint John Bashar as Temporary Chairman to run the organizational meeting. Walter Drozeck seconded. **Passed unanimously.**
Agenda Items

1. Board Meeting to Be Governed By Roberts Rules of Order

1.a Adopt of Policy Governing Public Portion of Board Of Ethics Committee Meeting
   Walter Drozeck moved to adopt a policy that allows for public comment of up to 5 minutes per speaker at the beginning of each meeting with such comments being summarized in the minutes of the meeting and that any member of the public wishing to add more comment may do so at the end of every regular meeting of the committee, in the accordance with the public portion provisions of the Shelton Charter. Paul Bueker seconded. Passed unanimously.

2. Election of the Chairman of the Board of Ethics
   Paul Bueker nominated John Bashar as Chairman of the Board of Ethics and noted he has the background with the Charter Revision Commission and will be very helpful as we go through this. Walter Drozeck seconded. Passed unanimously.

3. Election of the Vice Chairman of the Board of Ethics
   Walter Drozeck nominated Paul Bueker as Vice-Chairman of the Board of Ethics. Chairman Bashar seconded. Passed unanimously.

   Chairman Bashar asked if there were any other nominations?

   Paul Bueker moved to cast one unanimous vote for Paul Bueker as Vice Chairman. Walter Drozeck seconded. Passed unanimously.

4. Appointment of the Clerk of the Board of Ethics
   Walter Drozeck moved to appoint Cyndee Burke as Clerk of the Board of Ethics. Paul Bueker seconded. Passed unanimously.
5. **Adoption of 2013 Meeting Schedule**

Chairman Bashar said usually the meetings are for entertaining or hearing complaints. If there are no complaints, is there a need for a meeting? Attorney Welch replied that you may want to take a look at the ordinance or try to change the ordinance. Mr. Bueker said we should talk about in addition to reacting to problems, it might be a good thing to do something proactively; to do some climate setting and training and develop a program so we raise a little bit of awareness about ethics. This might take some regular meetings, maybe once a quarter, and whenever we have a problem.

Chairman Bashar said I know the last Board was looking at developing a Code of Ethics. Attorney Welch explained they went through a lengthy process and put together a proposal that they adopted as a group that was sent to the Board of Aldermen and it was never acted upon.

Attorney Welch said Mr. Peterson, who was on the Board before, did some Ethics training back in maybe 2007. My thought has always been after a municipal election you pass out a copy of the Ethics Ordinance or something along those lines.

Mr. Bueker said I know this is a public body as opposed to a private corporation. I am used to an annual review and an annual statement that each employee states and signs that they have read the Ethics and was reminded and sign it off. It kind of brings it to their attention and certain things you should do and should not do and be aware of. It should be an annual affirmation kind of thing. Even if there was a little training, it would be good. Mr. Drozeck added that it's a good idea and would bring everybody up to speed on the Ethics issue.

Chairman Bashar stated working for the State we do get it annually. We have to read it and acknowledge that you've read it. Mr. Bueker said I think that the annual acknowledgement is a valuable tool. I also think it's pretty easy based on issues that have come up in the past, in the real world, not just Shelton. To put together a little short course that people can use as a reminder. That is something we can think about as an outline.

Mr. Bueker said with the meeting schedule, we should have some regularity to it. As long as there are three of us here. Mr. Bueker asked the Clerk was the meeting schedule the first Thursday of the month? Ms. Burke agreed and said I can set that for the year. Mr. Bueker suggested setting the first
Thursday of the quarter or something like that. We may have to allow for a
dial-in conference call. Chairman Bashar said we need to talk about
Freedom of Information. Mr. Drozeck said I wouldn't think you can do that.
Attorney Welch said they do permit the telephonic participation to the FOI.
Chairman Bashar interjected that it has to be posted. Attorney Welch agreed
and said if you were away, you have the right to participate through a
conference call.

Chairman Bashar said one of the requirements of FOI is we have to post for
the year what our regular meetings are going to be. We can cancel those
meetings. You can have special meetings in addition to the regular posted
meetings that you schedule. The special meeting can only talk about a
specific reason why you called the special meeting and that all has to be
posted and there are time limitations, etc.

Mr. Drozeck suggested establishing quarterly meetings initially and deal
with bringing people up to date and once we feel comfortable with that, then
formalize every month. Mr. Bueker asked if the first Thursday in the quarter
would be good? The Board agreed that 7:00 pm would be a good time.

The Board discussed dates and decided the next meeting will be July 11,
2013 (the first Thursday is July 4th so they opted to start the next Thursday.)
October 3, 2013 will be the following scheduled meeting. The Clerk stated
in October we can set the meeting schedule for 2014.

Mr. Bueker asked the Clerk if she writes up the meeting minutes and
circulates them? When do the minutes get approved? Ms. Burke replied
that she does circulate the minutes and they are formally approved at the
next Board of Ethics Meeting.

**Motion:**
Mr. Drozeck moved to adopt regular meetings for the remainder of 2013 on
July 11th and the first Thursday of each month of the quarter which will be
October 3rd, 2013 at 7:00 pm at Shelton City Hall. Mr. Bueker seconded.
Passed unanimously.

Chairman Bashar said a letter needs to be submitted to the Town Clerk's
Office setting the 2013 Meeting Schedule and then in October we will be
able to set the schedule for 2014. Mr. Drozeck asked if the location will be
at Shelton City Hall at 7:00? It was indicated yes.
6. **General Discussion**
Mr. Bueker asked in addition to the ordinance is there anything other than this in the Charter that we should be reviewing? Attorney Welch cited 5.3.5 in the Charter which defines the Board of Ethics and Section 9.7. Mr. Drozeck said it refers back to the ordinance which would be the ordinance from 304. Attorney Welch said the ordinance needs to be changed at a minimum based upon the number of people. The ordinance still defines it as three members. Everything else is still the same.

Chairman Bashar asked if we can receive a copy of what was proposed and was not brought to the Aldermanic for a vote. Attorney Welch explained it is a very lengthy, well done document. It included the financial disclosure aspect of it. It was a very long process and it was comprehensive. Chairman Bashar said the financial aspect of it is the tough area. Where do you draw the line? Is it an issue just you personally because you are an officer of the city or an elected official of the city or does it extend to your immediate family or your extended family; how far does it go? Even the State's ethics rules are a little bit challenging. We have had this discussion as far as the Charter Revision Commission, too, because we did put some language in here about conflicts of interest and that was a very difficult thing to get the language right.

Attorney Welch said for background, the State had proposed that they were going to pass Ethics for municipalities. It started that this was going to be what you had to adopt. It died in Committee. This was in the mid-2000's. The City was trying to be proactive in terms of trying to use that document but then the State never passed it. Mr. Drozeck asked if it was to use it or modify it to its own? Attorney Welch said I think that was some of the problem with the Committee in the Legislature. What happened is they were going to mandate that this is your code and it never got before the House or the Senate. But it was being talked about. It never went anywhere.

Chairman Bashar asked the Clerk to email the proposed ordinance to the members.

Chairman Bashar asked Mr. Bueker for the next meeting if you can draw something up relative to your thoughts on the training aspect of ethics. Chairman Bashar said I can work on the business of the annual acknowledgement aspect of it. Mr. Bueker said most places have it on-line.
Not sure of the City's facilities infrastructure. Most people go on line, read it, and click “I Approve.”

Chairman Bashar asked if every employee has access to their own computer? Attorney Welch replied not everyone. There is Public Works and Parks & Recreation that do not.

Mr. Drozeck said I think that the City had an acknowledgement of what Ethics are. Attorney Welch said my recollection is at some point in time when you are newly elected you get copies of things, like an orientation book. When a volunteer sits on a Board they wonder what is my role, what are my duties? That is really what I would look for. Mr. Bueker asked should we have a complaint, what do we do about that? Chairman Bashar said it's in the ordinance and I believe it goes to the Town Clerk. Attorney Welch said it's filed and then it's dealt with confidential and in executive session and you determine whether it’s a viable complaint. It's all due process. Mr. Drozeck commented that initiation of it has to be by the individual.

**Mr. Judson Crawford, 8 Jordan Avenue, Shelton**

Mr. Crawford said by the time you gentlemen have the second meeting, my thought is by then there is going to be the election. There could be a possibility of new officers in the city. I would like to give this Board a thought. Ask the secretary to request from the Mayor's Office a copy of the last Board of Ethics guideline that everyone that was elected to an office, they had to put on a session in the auditorium and this had to be signed. As far as I know it is upstairs in the Mayor's Office. That goes back a number of years. Chairman Bashar asked Mr. Crawford if he is requesting a copy of that? Mr. Crawford replied it would be something for you gentlemen to go with instead of saying what should we do?

Chairman Bashar said to Mr. Crawford, that the Board has already requested this of the Clerk. Mr. Crawford said I remember when the meeting was held in the auditorium, and we had to put our John Hancock on it, and I think it was in the Mayor's Office at that time.

Mr. Crawford thanked the Board. Mr. Drozeck asked Mr. Crawford if this is what you want for all elected officials once they've been elected? Mr. Crawford said maybe you can draw up a program that should be put on for all elected officials and this would be something that would have to be
looked at and signed off on as an official for the City of Shelton. Right now I am serving on the Board of Apportionment and Taxation. Mr. Crawford passed out his business card. I thank you for your time.

Mr. Drozeck said there is a tight timeline for us to try to develop something relative to the elected officials that are going to be in November, if we are meeting in July and October. Chairman Bashar said maybe what we could do is put some thoughts together for July, and if we think that it's going to need more time we can always add some meetings. Mr. Bueker said I think we can do some kind of a minimal orientation at least. Attorney Welch said I think you will see from what was drafted, regarding that particular issue there are solid drafts. Mr. Drozeck said I just want to be aware of it so we don't have to wait until 2015. Mr. Bueker said I am doing a program for Microsoft in another month so it's not that difficult to put that stuff together.

**ADJOURNMENT**
Mr. Drozeck moved to adjourn. Mr. Bueker seconded. Passed unanimously.

The Organizational Meeting of the Board of Ethics adjourned at 7:37 p.m.

Respectfully submitted,

Cyndee Burke  
Clerk

One tape on file in C/T Clerk’s Office