

Chairperson Teager called the meeting to order at 6:05 P.M.

ROLL CALL:

Members Present - Michael Teager, Chairperson
Amy Carpenter
Rodney Montgomery
Lawrence Kavanaugh, Jr.
Jon Minear, Deputy Town Attorney

Absent - Tina Hawthorne, Town Attorney
Amy Kobler, Town Clerk
Teresa Funk

MINUTES TO BE APPROVED

Motion by Chairperson Teager, seconded by Ms. Carpenter, to approve Minutes of the April 7, 2021 meeting.

Ayes: All

Noes: None

Motion Carried

COMMUNICATIONS

▪ **Independent Contractor Disclosure Forms**

Chairperson Teager reported on the meeting with Town Attorney Hawthorne, Finance Directors Ms. Wnek and Ms. Straus, and Ms. Greenan. It was decided that a packet including a cover letter, the disclosure form and request for a W-9 would be sent to new vendors paid by the town. There was discussion on the collection of the forms and differentiation between vendors and contractors; anyone who submits a W-9 would also submit a disclosure form. Further, it was clarified that the Town Attorney does not sign all contracts within the town. Due to this discovery, all Department Heads will be provided with the new vendor packet to obtain the disclosure forms.

Ms. Carpenter is in favor of the proposed process and suggested additional information be added to the Ethics Board's web page.

Chairperson Teager asked Mr. Kavanaugh if he had examples from the financial industry and if there were any elements that could be incorporated in the disclosure form. Mr. Kavanaugh offered two articles regarding political donations and shared personal experiences; this was for informational purposes. Ms. Carpenter offered examples from the banking industry.

Mr. Kavanaugh mentioned some meeting minutes from 2020 posted to the website are still "drafts." Secretary Martin will follow up on this item.

Ms. Carpenter questioned if the Ethics Board was going to investigate a social media policy. Secretary Martin advised there is a group comprised of Town Attorney Hawthorne, a Human Resources representative, Ms. Greenan, and Town Clerk Kobler currently preparing a policy. Ms. Carpenter requested the Ethics Board have the chance to review the policy upon its completion.

EXECUTIVE SESSION

Motion Chairperson Teager, seconded by Mr. Kavanaugh, to enter into executive session to review disclosure forms, as they pertain to past employment history, future employment plans, employment history of a corporation or limited liability company, and/or matters that may lead to the employment, demotion, discipline, suspension, dismissal, or removal of a particular person or business entity.

Ayes: All

Noes: None

Motion Carried

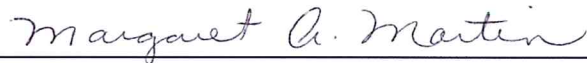
ADJOURNMENT

Motion by Mr. Montgomery, seconded by Ms. Carpenter, to adjourn the meeting at 7:37 P.M.

Ayes: All

Noes: None

Motion Carried



Margaret A. Martin

Deputy Town Clerk/Secretary to the Ethics Board