

***SACHEM FUND BOARD SPECIAL MEETING***

**Thursday, April 27<sup>th</sup>, 2017  
Norwich City Hall, Room 319  
4:01-4:24 p.m.  
Minutes**

Attendees: Mayor Debercy Hinchey; Comptroller Josh Pothier; Community Development Deanna Rhodes; Mohegan Tribal Council Member Mark Brown; Alderwoman Joanne Philbrick; Council Appointee Lottie Scott, William Quidgeon Jr. Council Appointee and Recording Secretary Marixsa Romanella

Absent: None

Citizens Attending: Shiela Hayes, Regan Miner, Bill Champagne from Norwich Historical Society

Members of the Media: None

1. Deanna Rhodes called the meeting to order at 4:01 p.m.
2. Mayor Hinchey motioned, seconded by Josh Pothier, to approve meeting minutes of Tuesday, April 4<sup>th</sup>, 2017. The motion passed unanimously, with Lottie Scott and William Quidgeon abstaining.
3. Citizen's Comments: None
4. Distribute and Discussion of RFP Responses:
  - i. The following proposal were received:
    - a. The Ellis Walter Ruley Project Committee
    - b. The Norwich Historical Society
    - c. Safe Futures
  - ii. Deanna Rhodes stated that because the proposals were just received by the board members, they won't be discussing them at length. She also mentioned that she was quickly reviewing them prior to the meeting today and noticed that Lottie Scott is listed as the Vice-Chair for The Ellis Walter Ruley Project Committee, a respondent for potential Sachem funding. Deanna stated she then spoke with Corporation Counsel regarding any ethical concerns that might be raised due to Lottie Scott's position as Vice-Chair with the organization and as a member of the committee voting on applications. Corporation Counsel directed Deanna to the Norwich, CT Code of Ordinances – Sec. 2-54 (a) (e) – Conflict of Interest and Sec. 2-56 – Advisory Opinions. She then read them aloud for the board. A discussion ensued. Lottie Scott then stated that she would not vote on application, but wanted to still give her opinion on the proposals. The board was in agreement that Lottie Scott would abstain from voting on all applications currently presented to the Sachem Fund

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Board for funding and only participate during the discussions.

- iii. Mayor Hinchey had a question on the Safe Futures proposal. She noted that because she was not a part of the previous round of funding she wondered whether proposals such as the one for Safe Futures meets the criteria. Josh Pothier responded that Safe Futures fits into the broader definition of what the Sachem Fund was set up for. He added that there is one allowance in the Ordinance that says private organizations, that serve a public purpose, would be eligible. Mark Brown stated the board had proposals in previous years that would fall into a similar category. William Quidgeon stated that the board has tightened up on the criteria due to budget cuts made by City over the years. A discussion then ensued about how proposals are evaluated and the absence of a scoring sheet that was used previously to review proposals. Both Deanna Rhodes and Josh Pothier stated they would work together to locate the form and send it out to the committee members for their use. At the May 15<sup>th</sup>, 2017 meeting, the plan is to discuss each proposal and select which applications will be interviewed on June 1<sup>st</sup>, 2017.
5. Mayor Hinchey motioned, and seconded by William Quidgeon, to adjourn the meeting at 4:24 p.m. The motion passed unanimously.

Respectfully submitted by:

Marixsa J. Romanella, Recording Secretary

Sec. 2-54. - Conflict of interest.

(a)

General conduct. No officer, official or employee shall engage in any business or transaction or shall have an interest, which is incompatible or in conflict with the proper discharge of his or her official duties in the public interest or would tend to impair independence of judgment or action in the performance of official duties; nor shall he or she become involved in any contract with, sales to, purchases from, or compensable services made with or rendered to the city except where the same is covered by competitive bidding.

(b)

Disclosure of information. Except as may be required by law, no officer, official or employee shall disclose any confidential information concerning the property, business or affairs of the city or use such information to advance the private, financial or personal interest of himself or herself or others.

(c)

Gifts and favors. No officer, official or employee shall accept or solicit any gift from any person who, to his or her knowledge, is interested, directly or indirectly, in any manner whatsoever, in business dealings with the city, or which gift may tend to influence him or her in the discharge of official duties or in granting any improper favor, service or thing of value.

(d)

Incompatible employment. No officer, official or employee shall appear in behalf of another person not a member of his or her immediate family before any agency of the city, nor shall he or she represent private persons or entities in any action or proceeding against the city in any litigation when said appearance or representation would be in conflict with or would tend to impair his or her independence of judgment and action in the performance of his or her official duties. However, an elected official may so appear on behalf of his or her constituents in the course of his or her duties as a representative of the electorate.

(e)

Disclosure of interest. Any officer, official or employee who has an interest in any matter concerning the city shall publicly disclose the true nature and extent of such interest and shall disqualify himself or herself from participating in such matter, if such interest is significant.

(Ord. No. 909, § 4, 11-13-78; Ord. No. 1625, 8-3-09)

Sec. 2-56. - Advisory opinions.

Any officer, official or employee may seek from the commission, upon written request, an advisory opinion as to the application of any provision of this article to a particular situation or as to an interpretation of any such provision. The commission shall act on a written request within sixty (60) days of receipt. Such action may be an affirmative vote to decline ruling on the matter. In the event the commission fails to achieve a majority vote for any proposal, such failure shall be construed as an

affirmative vote to decline ruling on the matter. The city clerk shall maintain a file of advisory opinions.

(Ord. No. 909, § 6, 11-13-78; Ord. No. 1625, 8-3-09; Ord. No. 1651, 2-7-11)