

MINUTES OF NORWICH ETHICS COMMISSION MEETING
April 8, 2019

MEMBERS PRESENT: Robert (Mac) Ballard, Christopher Dixon, Kathryn Lord, Robin Lawson

MEMBERS ABSENT: Carol Menard

ALTERNATES PRESENT: Karen Lucas

ALTERNATES ABSENT: Scott Camassar

OTHERS PRESENT: Acting General Manager Chris LaRose: Norwich Public Utilities (NPU), Communications Director Chris Riley: NPU, Human Resources Manager Kerri Kemp: NPU, Recording Secretary Melinda Wilson

1. Call to order: Vice Chair Kathryn Lord called the April 8, 2019 meeting to order at 5:03 PM.
2. Determination of Quorum: It was determined a quorum was present. Karen Lucas was seated as a Regular Member.
3. Approval of Minutes: The minutes of the February 11, 2019 Ethics Commission (EC) meeting were presented. On a motion by Chris Dixon, seconded by Mac Ballard, the February 11, 2019 minutes were unanimously approved as presented.
4. Citizen Comment: None
5. Old Business: Vice Chair Lord asked Recording Secretary Melinda Wilson to clarify the updated order of the agenda. Melinda verified that the current agenda follows the standard as set forth in Robert's Rules of Order. There is flexibility in the order of agenda items. She reported that she conveyed this information to Chair Carol Menard.
6. New Business: Vice Chair Lord led a round of introductions. Chris LaRose gave a brief overview of the ethics training which was developed for NPU staff. The training is based on the Code of Ethics for the City of Norwich, last amended on May 21, 2012.

Kerri Kemp presented the Power Point training which has been given to NPU leadership and staff. It will also be presented to the Norwich Board of Public Utilities Commissioners. Employees were given the training in groups representing various departments. It was first piloted with NPU leadership. The presentation was given to the Ethics Commission and the test questions were reviewed. A discussion was held about the overall training and test questions.

NPU staff left the meeting at 5:47 PM.

Discussion was held regarding the NPU Ethics training. Several positive comments were made.

7. Adjournment: On a motion to adjourn by Chris Dixon, seconded by Mac Ballard, the meeting of the Ethics Commission adjourned at 5:53 PM.