Ethics Committee Minutes
Town of Killingworth, CT

Date: June 1, 2026

Location: Hybrid (Remote Access/Town Hall, Killingworth, CT)

Members in Attendance: Robert Rimmer (Chairperson), Gail Buller (Clerk), E. Oppenheimer, Derek Phelps, Michele Amendola

Guests: None

Call to Order: R. Rimmer called the meeting to order at 7:07 pm.

Approval of Previous Minutes:

- A motion to approve the minutes of the meeting held on April 6, 2026, was made by E. Oppenheimer and seconded by D. Phelps. The minutes were approved by the five members in attendance.
- A motion to approve the minutes of the meeting held on May 20, 2026, was made by E. Oppenheimer and seconded by M. Amendola. The minutes were approved by the five members in attendance.

Drafting The Code of Ethics:

G. Buller made live changes to the Google Doc during the meeting. The following edits were made:

- Section 1: Establishment; Purpose. In accordance with an edit made to Section 12 during the May 20, 2026, meeting stating that the Ethics Commission shall not issue advisory opinions, the phrase "advisory opinions" was removed from the statement of purpose.
- Section 3: This section on Ethics Commission; Membership; Term; Vacancy was moved from the end of the document as it fits better in the beginning. This resulted in a change to the numbering of the following sections.
- Section 4: Conflict of Interest. Number 4: Transactions. This section was revised for clarity and now reads: "Town officers shall abstain from participating in or influencing any such decision in which they have a financial interest. However, no Town officer shall be barred from contracting with the Town on the sale or purchase of materials or services, so long as said Town officer is not associated with any department or agency selling or purchasing said materials or services."
- Section 4: Conflict of Interest. Number 6: Gifts and Favors. This section reads: "No Town officer or immediate family member shall knowingly solicit or accept any gift from any person who is providing said gift in order to influence the decision-making authority of said officer in business dealings with the Town." G. Buller raised a concern about how to determine whether a gift is more than a token of appreciation and is intended to

influence the recipient. After much discussion, the Committee decided to leave the section as is to avoid imposing unnecessary restrictions on Town officers.

- Section 4: Conflict of Interest. R. Rimmer stated that Attorney McQuade recommended adding a statement regarding participation in the budgetary process, and the Committee decided to create a new section, Number 13: Participation in Budgetary Process. "No provision of this code is intended to prohibit any Town Officer from any discussion, decision, action, or vote related to the creation or adjustment of Town budgets, or Town meetings or hearings related to Town budgets, including all budgets contained therein, such as school budgets."
- Section 4: Conflict of Interest. Number 7: Use of Influence. This section removed a sentence that was redundant and now reads: "No Town officer shall, directly or indirectly, solicit, intimidate, or coerce another employee, contractor, or agent of the Town to fulfill a personal or financial interest of the officer or others."
- Section 5: Harassment and Discrimination. The following sentence was amended to remove the phrase "or may not:" "Violations of such policies may constitute ethics violations." The Committee felt that including that phrase implied that a violation in his section is less serious, and simply using the term "may" does not change the meaning.
- Section 6: Complaints, Procedures, Time Limits, Investigation, Notices, Hearings. Letter F: Hearings. The Committee decided to remove the specific number of the Connecticut General Statutes that addressed Hearings, as it was not specific and seemed unnecessary. The section still cites "Connecticut General Statutes," but does not cite a specific law.
- Section 6: All applicable sections. Correspondence that was specified to be verified email or first class with tracking was simply changed to "written or electronic" to give the future Ethics Commission the leeway to communicate in the most convenient and practical way, without restriction.
- Section 6: All applicable sections. There was a discrepancy with time limits using calendar days and "business days." The Committee discussed using the term "calendar days" but felt there might be confusion if a deadline fell on a weekend or holiday. The Committee decided to use "days" throughout to avoid confusion. Fourteen business days were changed to 21 days, and five business days were changed to seven days, etc.
- Entire Document: All applicable sections. Small grammatical changes were made throughout to create a polished draft.

Voting on Proposed Code of Ethics:

The Committee members discussed whether they were ready to vote on the proposed Ethics Code or wanted to review it further. The process moving forward and the type of vote required were discussed. D. Phelps made a Motion to refer the proposed ethics code as drafted to the Board of Selectmen for their review. Member M. Amendola seconded the motion. The vote carried 5-0.

Chairman Rimmer will determine a date to meet with and present the Code to the Board of Selectmen in June, and welcomes all members to attend the Selectmen's meeting.

Meeting adjourned at 8:56 pm.

Next Meeting: July 6, 2026, 7:00 pm, at Killingworth Town Hall and virtually via Teams (link on the Town calendar).

Minutes Prepared by: Gail Buller