

**TOWN OF PORTLAND
ETHICS COMMISSION
Regular Meeting
January 24, 2024
7:00 P.M.
Portland, Connecticut 06480**

Present: Jim Motes, chairman, Donna Cote, secretary; Patrick Moynihan and Don Roy.

Absent: Jay Swanson.

1. Call to order

Jim Motes called the regular meeting to order at 7:02 PM in the Van Beynum Room in the Public Library located at 20 Freestone Avenue, Portland, Connecticut.

2. Public Comment: None.

2.B Approval of Prior Minutes

Jim Motes added agenda item 2.B in order to put forth a motion to approve the regular meeting minutes from October 25, 2023. The minutes were approved.

3. Approval of the Annual Report: Approved.

4. Discuss online Power Point training module

A concern arose from a user of the training module that it ends mid-track with slide 32. The ethics training module is accessed from the Town's website and has a file name TrainingManualDraftFebruary-01-2012.ppt. The footer on each slide states "Revised—February 1, 2012" and includes the page number. The Commission discussed the concern noting it is unclear if slide 32 is the last slide, if there were additional slides or if a closing slide ever existed. The Ethics Commission concluded that its role is not to fix the training module. Its role is to formally review situations that arise within the parameters of the Ethics Ordinance. Therefore, the Commission agreed that Jim Motes will contact Selectman Curley via email regarding our lack of knowledge regarding the last slide of the training module and with suggestions that the training module be saved in a pdf format and that "Draft" be omitted from the file name.

5. Adjournment

Jim Motes made motion to adjourn the meeting, motion seconded by Don Roy that the meeting adjourn at 7:11 PM.

Respectfully submitted,

Donna Cote
Secretary



Town of Portland, Connecticut

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Equal Opportunity Provider and Employer

Ethics Commission

2022-2023 Annual Report

The Ethics Commission held four meetings in 2022-2023. Commission members were Donna Cote, James Motes, Patrick Moynihan, Donald Roy, and Jay Swanson. (Commission member Katelyn K. Puorro resigned 9/2022.

In accordance with the Ethics Ordinance requirements, the following is reported for 2022-2023:

- **Summary of public decisions and opinions:**

None.

- **Number of decisions regarding complaints:**

None.

- **Recommendations of any legislative or administrative actions regarding the Town policies and practices which the Commission believes could enhance the ethical environment in which the Town representatives work:**

No action taken.

The 34 slide PowerPoint presentation posted on the Town's website was used for training of Town representatives elected or hired in 2022-2023. It was noted that the presentation may be incomplete, which the commission will address in the coming year.

Certificates of Compliance were received throughout the year.

Respectfully submitted,

James Motes, Ethics Commission Chair