

**Town of Bethlehem Ethics Board Meeting  
Minutes May 28, 2019**

**PRESENT:** Lisa Allendorph (Chair); Michael Hutter; Timothy Hannigan; Theresa Schillaci; Teresa Newcomb

Chair Allendorph called the meeting to order at 8:00. Each board member was introduced and the Chair welcomed Teresa Newcomb to the Board. Board member Newcomb made a brief statement, indicating her desire to become more involved in her Town and was looking forward to her service.

The minutes of the January 22, 2019 meeting had a few minor spelling corrections and were approved as corrected in a motion by Michael Hutter. The motion was seconded by Theresa Schillaci, all in favor.

Theresa Schillaci was voted as Secretary for the Board. All in favor.

Annual Report for 2018 – With minor corrections, Michael Hutter will sign the Report and submit to the Town Supervisor. A motion was made by Tim Hannigan and seconded by Theresa Schillaci to submit the Report for posting to the website.

The Assessor's Disclosure Statement was submitted to the Board. All members reviewed the information and had no changes or questions.

**New Business**

Michael Hutter had a conversation with Mary Tremblay-Glassman, Director of Human Resources, regarding ethics training. All new Town employees receive training which includes information on the local ethics code. Each new employee receives a copy of the ethics pamphlet. Consideration will be given to providing a Power Point presentation to be presented by Human Resources as part of the new employee orientation. It was noted that copies of the ethics pamphlet, prepared by Ethics Board members, is available at Town Hall and at the three DPW offices as well as on the Ethics Board's webpage. A question was raised as to whether a link to the pamphlet could also be provided on the Town employee webpage as a reminder to long-term employees. Tremblay-Glassman indicated that her office had not received any complaints or identified any issues regarding non-compliance with local ethics laws and noted that she had no problems or concerns with the role of the Board and how it carries out its responsibilities.

The next Board meeting date was changed to September 17<sup>th</sup>, 2019. Chair Allendorph will finalize the date via email.

Upon motion of Tim Hannigan and seconded by Michael Hutter, the meeting was adjourned at 8:18 a.m. The next meeting will be held at Bethlehem Town Hall on September 17, 2019 at 8:00 am.

Respectfully submitted,

Theresa Schillaci, Secretary