

Sections 1&2:

- Both sections mention establishing a “Code of Ethics” and “standards of ethical conduct” (section 2). Where is the Code of Ethics or standards of ethical conduct?

Section 3:

- “Shall apply to all” groups town, BOE employees and officials together. In a small town essentially every PR&SC instructor falls into one of those 4 categories. Note: Program Instructors are paid as 1099 contractors for classes, Town/ BOE employees are W-2 creating the “conflict of interest”. Same applies to volunteer officials.

Section 4:

- 3.(a) “is not common to the other citizens of the town” Does this sufficiently cover instructors?
- 4.(d) “or fiancé” Not needed, fiancé is already defined as “Immediate family” in Sec. 5
- 5. “*anyone living in the same household*” This means we can’t hire roommates, further restricting ability to hire camp staff.
- 8. Classifying contractors as “town employees” has major concerns
 - Contracts are already executed and this would require amendments.
 - Possible conflicts with Fed/ State grants.

Code of Ethics?:

- Where is the Code of Ethics- should be after definitions? A Code of Ethics is referenced multiple times, but one is not included in this ordinance. If a Code of Ethics from another source is used (ex. charter, employee handbook) it should be referenced.

Section 5:

- 3. “Unless the contract or purchase order is awarded through the traditional bid or quote process and conflict is disclosed.” Instructors don’t go through the traditional bid or quote process. The conflict is disclosed to HR.
- 3. Concerns with P&R maintenance contractors due to newly added language. This will not allow us to use our maintenance contractors for things that are not included in the initial contract. Example M&M Hydroseeding recommends after soil testing that we apply lime to a field. We would currently set up a PO for the lime, and he applies it at the same time as an application covered under the contract so there are no added labor costs.
- 3. Provision from Section 5-4 should be included in 5-3 with correct department name.

- 4. Provision is in wrong section, and the department name is incorrect, should read Parks, Recreation, and Senior Citizens Department. Provision should be kept in this section but worded to allow the Mayor, volunteer board/ commission members, and BOE members to teach. Also, wording is wrong as it states "...employees providing recreational including..."

General Concerns/Result:

- Conflicts with Fed/ State grants that have required ethic/ equal right codes. There are also VERY specific reporting and investigation procedures, who has the authority to conduct that investigation, appeal processes, and timelines for all of the above.
- Loss of \$30,690.00 in program fees, almost \$7,000.00 in revenue.
- Eliminate more than 15 programs enjoyed by more than 500 residents annually.
- Loss of revenue will result in increased budgetary needs to subsidize Senior Center programs and an increase in camp fees.
- This ordinance eliminates all our inclusive programing. This is a possible Federal ADA violation.
- Reduces our ability to hire summer camp staff because we can't hire roommates or family within the same department. We already have measures in place to hire a siblings/ roommate. We allow it but they work at different camp sites so there are no conflicts or sibling rivalries.
- We would no longer be able to use P&R Assistant Courtney for shirt orders. We do get quotes for substantial orders but some of the companies won't quote an order for 2-3 shirts.