

**Raymond Ethics Committee**  
**March 23, 2004**

- I. Co-chairman Pat Larney called to order a meeting of the Raymond Ethics Committee on Tuesday, March 23, 2004 at 6:30pm at the Raymond Town Hall. Also present were:

Gretchen Gott  
Emery Landis  
Marilyn Semple

Excused:  
Sandy Ellis

One member of the public was present. The meeting was televised by RCTV. The cameraman was Ron Edgar.

The meeting was opened with the Pledge of Allegiance.

The proof of posting was reviewed.

The minutes of February 24, 2004 were reviewed. Gretchen noted the difficulty of writing cohesive minutes given the complexity of the discussion. Marilyn noted several editorial changes. There was a discussion about whether the minutes accurately reflected the agreed upon process for handling complaints that are handed to the committee at a public meeting. The committee agrees that they are to be handled the same as those complaints received by mail. Gretchen will make the corrections and circulate a revised draft. The minutes will be tabled until the March 30th meeting.

- II. Committee Elections: A motion to elect the existing slate of officers was made by Marilyn Semple and seconded by Emery Landis. The motion was passed unanimously. The officers for the Ethics Committee for 2004-2005 are Co-chair Pat Larney and Sandy Ellis and the Secretary is Gretchen Gott.

- III. Old Business:

A. Pat distributed an updated flow chart of the complaint process. There was discussion regarding who will be notified when a complete complaint is filed? Marilyn noted that Dunbarton decided to use discretion in each case to decide whom to notify. At a minimum, it would be the complainant and the respondent. If a complaint is filed against a board member, would the whole board be notified or the chairman? If the respondent is an employee, would the immediate supervisor be notified even if that person would not be called as a witness? Would the Town Manager be notified? After discussion, the members decided that a copy of the complaint will be copied to the respondent, the Town Manager and to the chair of a committee of which the respondent is a member. If the complaint contains non-public information, when does the Ethics Committee deal with that portion of the complaint? Should the committee meet in a non-public session prior to the complaint

being made public? This would take the burden off the screener in having to make a decision regarding whether the complaint contains non-public information. The sole purpose of such a meeting would be to avoid the release of non-public information. This issue will be explored further during the meeting with the attorney from NHMA.

- B. There was discussion about the pre-hearing conference. This conference will determine the process of the hearing.
- C. Budget: The voters did not pass the proposed budget and the default budget, being last year's budget, does not have a provision for secretarial coverage. The Town Manager has indicated that he will not fund the committee for secretarial coverage as a result of the default budget. The committee will seek a volunteer to assist with keeping minutes. Members felt that the Selectmen would honor their previous agreement to provide secretarial help in the case of a complaint and subsequent hearing.
- D. Employee Training: Pat will review the dates suggested by the Town Manager and will select two dates. He and Marilyn will present the training.

IV. New Business:

- A. Susan Slack, attorney from NHMA, will be at the March 30th meeting to discuss RSA 91.A. Board members who have questions should email Pat so that he can forward questions to Ms. Slack prior to the meeting.

V. The meeting was adjourned at 8:10pm.