

**Town of Raymond
Ethics Committee Meeting
March 25th, 2008
High School Media Center
Approved Minutes**

I. 6:30pm Call to Order

Chairman Pam Turcotte called to order a meeting of the Raymond Ethics Committee on Tuesday, March 25th, 2008, at 6:32pm, in the High School Media Center. Chairman Turcotte formally welcomed the newly elected members of the Ethics Committee.

Committee members also present:

Sandra Ellis
Richard Flibotte
Denise O'Grady

Committee members absent:

Pat Larney

The meeting was filmed by RCTV. The cameraman was Chester Goguen.

II. Pledge of Allegiance

Chairman Turcotte led the attendees in reciting the Pledge of Allegiance.

III. Proof of Posting

The Proof of Posting for tonight's meeting was confirmed by Chairman Turcotte, who had confirmed the posting at Town Hall with Lisa Chapman.

IV. Approval of Minutes

March 4, 2008: Mrs. Ellis moved to accept the minutes as drafted; Chairman Turcotte seconded the motion. The vote was two in favor with Vice-Chairman Larney absent, and Mr. Flibotte and Ms. O'Grady abstaining due to their not being on the Committee at that meeting; so moved.

V. Election of New Officers

Elections were held for officers: Chairman, Vice-Chairman, and Secretary.

- Mrs. Ellis nominated Chairman Turcotte to retain her position; Ms. O'Grady seconded the nomination.
- The Committee nominated Vice-Chairman Larney to retain his position; Mrs. Ellis seconded the nomination.

- Mr. Flibotte nominated Mrs. Ellis as Secretary; Chairman Turcotte seconded the nomination.

In all three cases, the vote was in favour and the positions have been filled.

Alternate members need to be chosen. Mr. Flibotte suggested asking around; Mrs. Ellis suggested placing an ad on RCTV. Interested parties should respond to the Committee by April 7th in person, via email, or via telephone.

VI. New Business

A. Revision of Code of Ethics

Mrs. Ellis will edit the Code of Ethics Manual as follows:

- On the cover, the new revision date will be March 11th, 2008;
- On page 2, the first sentence "The following policies and principles are intended to cover all aspects of the small cities program, whether specifically cited or otherwise." will be removed as the Small Cities program no longer exists;
- On page 16, which is section IV (A), an additional #6 will be added, which will read: "Immediately the Ethics Committee shall appoint two (2) alternative members to their board with one for a two year term and one for a three year term, thereafter all alternates will be appointed for a three year term." This change will also be referenced at the end of Section VI. (As Warrant Article #18 was written to place the change in Section VI only, Mrs. Ellis moved that the specific wording be placed in Section IV, where it logically belongs, with a pointer to the change in Section VI, where amendments are summarized. Mr. Flibotte seconded the motion. The vote was four in favour with Vice-Chairman Larney absent; so moved.)
- The gifts & favours amount needs to be confirmed for the March 08-March 09 Fiscal Year. Mrs. Ellis voted to leave it at \$30; Mr. Flibotte seconded the motion. Ms. O'Grady suggested that \$50 was more realistic. Chairman Turcotte stated that the Federal Government limit is \$25, and has not been raised for some time, but that the Committee believed that figure to be too low. They might consider raising it again in the future, but if the number is too high, it might lead to a negative perception. The question was called; he vote was four in favour of the \$30 figure, with Vice-Chairman Larney absent.
- Mrs. Ellis will check the Code for any typographical errors.

Sharon Walls at Town Hall had asked if it would be possible to prepare a "change sheet" that could be inserted into her existing copies of the Code, in order to avoid wasting them. This will be done by Mrs. Ellis. When Ms. Walls' old copies run out, she will print out the new version.

V. Old Business

A. Training

Mr. Flibotte owns a laptop and will be happy to assist with the PowerPoint Training. It, and the sample questions, will be reviewed at the next meeting. Training for Board and Committee members is not mandatory, but recommended, and Town Manager Chris Rose is interested in making it mandatory for all Town Employees. It is most important for new people to be trained. The materials will be reviewed, and then a schedule set.

B. Recordings of Meetings

The Committee will purchase blank DVDs and give them to the Cable Committee in order that copies can be made of the Ethics Committee meetings. Mr. Flibotte is willing to assist in this endeavor.

C. Email

Mr. Flibotte volunteered to categorize and file the contents of the Yahoo mailbox onto CDs.

VIII. Other Business

A. Future Meeting Dates

The next meeting will be on Tuesday, April 8th, 2008, at 6:30pm.

B. Correspondence

No correspondence or calls have been received.

Adjournment

Mrs. Ellis moved to adjourn the meeting; Mr. Flibotte seconded the motion. The meeting was adjourned at 7:07pm.

Respectfully Submitted,

Debra H. Doda