

Raymond Ethics Committee
April 27, 2004

- I. Co-chairman, Pat Larney called to order a meeting of the Raymond Ethics Committee on Tuesday, April 27, 2004 at 6:30pm at the Raymond Town Hall. Also present were:

Gretchen Gott
Sandy Ellis, Co-Chairman
Marilyn Semple

Emery Landis was excused.

There were two members of the public 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.

II. Public input:

- A. A member of the public, Gerard Beloin, asked to speak to the board about what he believes are ethical violations. Mr. Beloin was given the Code of Ethics booklet at the meeting. He stated that he had already read the Code. His issue is apparently both a school and town issue. It was explained that the Code of Ethics is for the Town of Raymond only, not the Raymond School District. Mr. Beloin has not followed the process for submitting a formal complaint and since his initial comments indicated that he had a specific complaint, he was asked to re-read the Code of Ethics and to follow the process as outlined within the Code. He asked the members what their duties included and was told that the Ethics Committee provides training and education regarding the code to all those covered and to the public. In addition, the Ethics Committee accepts inquiries about the Code and complaints of violations according to the process outlined in the Code. He was reminded that the Code calls for a complainant to have attempted to resolve the complaint prior to coming to the Ethics Committee and to cite a specific section of the Code thought to be violated if he did submit a complaint.

At the end of discussion, prior to Mr. Beloin's leaving, a member of the public, Joyce Wood, asked about how a person would get help in completing the forms. Again it was noted that the form is quite straightforward and Mr. Beloin agreed that he would be able to complete the form as required.

III. Approval of Minutes:

- A. The revised draft for the 2/24/04 minutes was sent late this afternoon, but apparently when Marilyn Semple checked, there were not minutes on the Yahoo site. Gretchen will re-send and asked members to confirm that they had been able to access the minutes on the Yahoo site.
- B. The draft for the 3/23/04 minutes were on the Yahoo site and will now be amended to read Final rather than Draft.

- C. The minutes for 3/30 were amended at the 4/13/04 meeting. Those changes will be made and changed to Final.
- D. The minutes of 4/13/04, prepared by Marilyn Semple, were reviewed. Sandy Ellis moved to accept the minutes as written and the motion was seconded by Marilyn Semple. The motion was voted on in the affirmative by 3 members. Gretchen Gott abstained.

IV. New Business:

- A. Training: The Budget Committee has indicated that they would like to receive their annual training on Tuesday, May 18, 2004 as part of their regular meeting. Sandy Ellis and Pat Larney will provide that training.

V. Old Business:

- A. Training: The Code calls for training to be provided annually. Gretchen Gott suggested changing the format to include more case studies that are specific to the board/committee/employees that are receiving the training. She also suggested that it might be useful for those receiving the training to identify issues of concern to them. Pat Larney will call Susan Slack to see if she might have some case studies.

Dates for the town employees have not been set as yet. Pat Larney will set up a meeting with Rick Bates to discuss the dates and to establish specific dates for the training.

- B. Susan Slack: Pat Larney distributed a letter that he sent to her thanking her for her presentation regarding RSA 91:A.
- C. Secretarial Support: The member of the public that has been volunteering secretarial support will not be able to provide that service at this time. There was discussion on how to go about finding another volunteer. Pat Larney has submitted information to RCTV to have a slide on Channel 22. Marilyn Semple suggested putting something in the Carriage Town News. Pat will send a brief article to the local papers describing the need for secretarial support. He also discussed contacting local colleges to see if there might be a volunteer.
- D. Flow chart for complaint process: The committee reviewed the flow chart that had been discussed at a previous meeting. The attached chart was decided upon (please note: the actual chart will have arrows drawn from box to box).
- E. There was discussion about the two proposed responses from the screener. They are as follows:

For the complainant:

Dear (complainant),

We are in receipt of your complaint dated_____. Please join us at our next scheduled meeting on _____ for a preliminary review of your complaint. We ask that you be prepared to address the following issues at that time:

1. Specify the boards/committees and/or supervisors to whom you have addressed your concerns.
2. List what evidence you will have to prove your allegation i.e. documents, minutes, names of witnesses, etc.

Sincerely,
The Ethics Committee

For the Respondant:

Dear (Respondant),

This is to inform you that a complaint has been filed with the Ethics Committee naming you as a respondent (see attached).

We will be conducting preliminary procedures at our next scheduled meeting on_____. We ask that you join us in order to have a fair and equitable proceeding.

Sincerely,
The Ethics Committee

- F. At the next meeting the committee will review the proposed flow chart and the checklist for the pre-hearing and hearings. The next meetings are May 11th and May 25th. Pat suggested that the Ethics Committee consider meeting once a month during the summer. During this time, members would complete one training session for boards/employees per month.

- G. Pat will mail the Ethics Committee letterhead to the Yahoo site.

Gretchen made a motion to adjourn the meeting and Sandy seconded the motion. The meeting was adjourned at 7:55pm.

Respectfully submitted:
Gretchen Gott