

Approved Minutes
Raymond Ethics Committee
June 8, 2004

I. Call to Order

Co-chairman Pat Larney called to order a meeting of the Raymond Ethics Committee on June 8, 2004, at 6:30pm. Also present were:

Sandra Ellis, Co-Chairman
Marilyn Semple
Emery Landis
Gretchen Gott

There were no members of the public present. The meeting was televised by RCTV. The cameraman was Craig Fauth.

II. Pledge of Allegiance

Co-chairman Pat Larney led the attendees in reciting the Pledge of Allegiance.

III. Proof of Posting

The proof of posting was reviewed.

IV. Public Forum

The public forum was scheduled to be held between 6:30 and 7:00pm, but as there was no public present, the committee moved to Agenda Item V, Approval of Minutes.

V. Approval of Minutes

February 23, 2004 These minutes were revised at the last meeting on May 25, 2004; however, the copy marked as final is still not correct. Gretchen will look at them again.

March 23, 2004: These minutes were also revised at the last meeting on May 25, 2004. Marilyn moved that this amended copy be approved; Sandra seconded. The affirmative was unanimous; so moved.

May 25, 2004: A question was raised by Marilyn about the first sentence in Section III, D4, RSA Manual. She had actually been responding to an email between Pat and Rick Bates, rather than posing the question herself. It was decided to strike the whole first sentence of that paragraph. No other comments, corrections, or suggestions were made. Marilyn moved that the minutes be

accepted as amended; Sandra seconded. The affirmative was unanimous; so moved.

VI. New Business

VCR Tapes: Ron has requested that the Committee return tapes of previous meetings to RCTV for re-use. Gretchen would like to finish reconciling minutes of prior meetings before doing so. Also, there are some tapes we'd like to retain - public inquiries, the tape with the attorney, for example. Pat suggested that all meetings tapes be held for a currently undetermined period of time before returning for recycling.

Administrative: The Committee welcomed Raymond resident Debra Doda as recording secretary. Another resident, Maureen Lundragen, has also volunteered so there will be a back-up person.

Budget: Emery handed out a copy of last year's proposed budget, in which The Committee asked for \$2,580. Since the town is under default budget, this is not in effect. The existing line items were reviewed, and suggestions for additions made. The new proposed budget reads as follows:

1. Secretarial Support: \$1,080
 2. Legal expense: \$1,000
 3. Workshops: \$ 300
 4. On The Common: \$ 200 (a)
 5. VCR Tapes/Mailbox: \$ 50 (b)
 6. File Cabinet: \$ 150 (c)
- (a) A full page ad/article in the OTC runs approximately \$80 - Pat will get the exact cost. The Committee would like to put a full page insert in twice a year.
- (b) One Dozen VCR tapes so that The Committee can save meetings and training sessions - The Committee can keep the tape that RCTV gives us and replace it with one of ours; a 4x larger Yahoo mailbox
- (c) A large fire safe, or a two-drawer file cabinet. Too much of the Ethics Committee paperwork is being kept in private homes due to lack of storage space - this is unacceptable due to the material being inaccessible to the public. Marilyn has asked about getting storage space, but is unsuccessful at this point.

Emery will send an email to the Committee members, detailing these items. The Committee members should email him back if they think of anything else that should be added. He will have a hard copy for approval for the next meeting. After getting the Committee's approval, Emery will email the proposed budget to Michelle and Rick.

Committee Lists: Marilyn made mention of some tentative situations on the Committee list. Some appointments are not yet finalized, and some people were omitted, to wit: on the Solid Waste Recycling Committee - Dean Plender and Michelle Drew, terms unclear.

VII. Old Business

Board Training Scenarios: Pat handed out a draft memo on training sessions for review. The only suggested change was that people should be asked to please bring their Code of Ethics manual with them to the sessions. Pat will add that request and send it out tomorrow. Perhaps The Committee will have refreshments at training.

Case Studies: Pat also handed out an article entitled Building a Strong Local Government Ethics Program. Pat has been attempting to research case studies on ethics issues, but without much luck, as most state documents are pointed towards judicial matters. Emery mentioned that Realtors have a strong code of ethics and perhaps The Committee should look in that direction.

Hearing Procedures: Committee Members had reviewed both the "Dunbarton" and the "School" hearing procedures. Pat suggested that The Committee use "Dunbarton" as a template rather than creating their own Hearing Procedures from scratch. A few clarifications were made. Inquiries should be general, and can be presented by people coming to the Ethics Committee meetings, or sending an email. Complaints should be more specific, and a form must be submitted. The prehearing is to set the format for the hearing itself and to lay down ground rules for all to follow, not to hear the complaint. A checklist should be drawn up so that everything is considered and nothing omitted. If a committee member needs to disclose or recuse, the prehearing is the appropriate time for that. The complainant should appear in person; an unexcused absence can result in a termination of the complaint. Prehearings will be public; a complaint becomes public knowledge at that time. The Committee, however, should have information on the complaint before the prehearing itself.

VIII. Other Business

Sandy moved that the email poll taken as to putting a letter in the Carriagetown News requesting a volunteer for the secretary position be accepted as valid. Emery seconded; the affirmative was unanimous; so moved.

IX. Adjournment

Emery moved to adjourn the meeting at 8:15pm, Sandy seconded. The affirmative was unanimous; so moved. The next meeting is Tuesday, June 22, 2004, at 6:30pm at the Town Hall.

Respectfully submitted,
Debra H. Doda