

Approved Minutes
Raymond Ethics Committee
June 22, 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

Absent were:
Gretchen Gott

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

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 confirmed.

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

May 25, 2004: The final copy of these minutes was received.

June 8, 2004: The draft of these minutes was reviewed; no changes suggested. Marilyn moved that they be approved as written, Emery seconded; there was no discussion. The affirmative was unanimous; so moved.

VI. Old Business

Pre-Hearing Conference:

Item #3: There was some discussion about this item, "Review disclosures and discuss with Parties", but no changes were made.

Item #4 had the word "conduct" added, so that it now reads "Expectations regarding *conduct* of Parties and public at hearings".

Item #5: The point of this item is to, without disclosing actual complaint, determine what

code has been breached; what avenues of relief complainant has pursued; and receive documentation of evidence and witnesses. The word *narrow* was changed to *clarify*, so it now reads "Discuss with Parties to attempt to *clarify* issue/s".

Item #9/#10: Between these two items, the Board should re-evaluate for disclosures/recusals after hearing who witnesses are to be. Parties cannot force Board Members to recuse themselves.

Item #10 becomes Item #11

Item #11 becomes Item #12

Budget:

Emery handed out a copy of the proposed budget for 2005, as discussed at the meeting of June 8, 2004, in which The Committee asked for \$2,780.

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

- (a) According to the On The Common staff, and confirmed by Pat, a full page ad/article runs approximately \$100, depending on how many pages there are in that month's publication. Each contributor pays for a full page no matter how much space they take up, unless they can find someone to share the space. The next On The Common deadline is in July for the August issue, but the budgetary figures will not be approved by that time. Sandy moved that we accept the proposed budget as written and turn it in; Marilyn seconded. There was no discussion. The affirmative was unanimous; so moved.
- (b) Yahoo has increased the size of their basic free mailbox, so this money may not be necessary.

Case Studies: There was a brief discussion of the article handed out by Pat at the June 8, 2004, meeting, entitled Building a Strong Local Government Ethics Program.

Board Training Scenarios: The memo reviewed at the last meeting of June 8, 2004, was sent out and read at the Selectman's Meeting last night. Per section IV.B.3 of the code, this training needs to take place every year. There appears to be some confusion over the actual training dates. After some discussion, the dates were corrected from July 20th to July 27th, and from August 17th to August 24th. There will only be one actual Ethics Committee meeting during each of those months, then, as the other date will be the training. Also, a sentence indicating that all attendees should bring a copy of their Ethics Manual is to be added. Pat

will be correcting and resending the memo.

Hearing Procedures: It was decided to postpone any discussion of this item, as Gretchen is absent.

VCR Tape Return: It was also decided to postpone any discussion of this item, as Gretchen is absent.

VII. New Business

Notification Letter: A draft notification letter to a Complainant to inform them of the pre-hearing was handed out for review. No changes were made.

VIII. Other Business

There was no other business.

IX. Adjournment

Marilyn moved to adjourn the meeting at 7:32pm, Emery seconded. The affirmative was unanimous; so moved. The next meeting is Tuesday, July 13, 2004, at 6:30pm at the Town Hall.

Respectfully submitted,
Debra H. Doda