

**Raymond Ethics Committee**  
**July 22, 2003**

- I. The Ethics Committee meeting was called to order by Co-Chair, Pat Larney, at 6:30pm, on July 22, 2003, at Raymond Town Hall. Committee members present were:
  - Sandy Ellis, Co-Chair
  - Gretchen Gott
  - Emery Landis
  - Marilyn SempleThere were no members of the public or other public servants present. The meeting was televised by RCTV.
  
- II. The meeting was opened with the Pledge of Allegiance. A proof of posting was reviewed.
  
- III. Old business:
  - A. Forms: The inquiry and complaint forms were presented by Sandy, for review by the committee.
  - B. She made changes as discussed at the last meeting. Members suggested more revisions. Sandy will make those changes and present the forms at the next meeting for review and to be adopted.
  - C. Pamphlet: Sandy presented a preliminary pamphlet for review. The members agreed that the idea was good and with revision for the pagination, it would be acceptable. The forms will also be included in the pamphlet. This will be reviewed again at the next meeting.
  - D. Budget: Emery will have the budget prepared for the next meeting. The Town Finance Officer has requested budgets for review in August.
  - E. Education: There was a discussion about how to provide education and training for public servants.
    1. Employees: Pat discussed some options with the Town Manager. It was suggested that the training be provided to the Department Heads, who will then provide training for the employees in their respective departments. The Town Manager agreed that the employees should sign the cover sheet saying that they had received the Code of Ethics and that cover sheet should go into their personnel folder.
    2. Other public servants: There was a discussion regarding having Ethics Committee members visit each board/committee. Pat will contact Rick Bates for the list of those people covered. There was discussion on the importance of and methods for maintaining confidentiality. Some members were concerned that sign in sheets, with several names, should not be put into an individual's folder that could then be accessed at a later date, by that individual, with another person's name.
    3. After discussion, the following was decided:
      - a. The Ethics Committee will keep an attendance record of everyone attending a training session
      - b. The Town Manager will develop the logistics of the receipt of the code by employees and training on the code.

- c. The Town Manager will maintain a list of all those employees receiving training.
  - d. The Ethics Committee suggests that the Board of Selectman ask, as part of an interview for a board/committee position, whether the applicant has read the Code of Ethics. The applicant will have received the Code from the Chair of their proposed board or committee, during one of the three meetings they attend prior to the BOS interview.
  - e. Education for Townspeople and other interested parties: The code will be available at Town Hall and on the web site. The Ethics Committee is available to discuss and explain the code during meetings. In addition, one section of each meeting will be devoted to case studies and a topic of the month.
  - f. Pat will discuss the training for committee members, available from NHMA and other sources, with Rick Bates.
- F. Marilyn presented a sample response letter for those who have inquiries or complaints. The committee agreed that the letter was an appropriate means to acknowledge a contact. Emery will send an email response to an email, Marilyn will send a "snail" mail response to the same and Pat will check voice mail with Marilyn as a back up. Members agreed that if they receive a question on their individual email that the email will be forwarded to the Yahoo site and Emery will send an acknowledgement via email. If a member receives a phone call or is approached in the store, etc., then the person will be encouraged to come to a meeting or utilize email, voice mail or "snail" mail to contact the committee.

#### IV. New business:

- A. There was a discussion regarding correspondence with the Town Manager. It was decided to attach that to the minutes. Questions for the Town Manager:
- 1. Is there a cost for training? Response: training from Primex and NHMA are provided free to the town.
  - 2. May the committee contact NHMA directly? Response: the committee has permission from the Town Manager to call directly.
  - 3. May the committee contact town counsel directly? Response: The Town Manager needs to let counsel know that we will be calling, then the committee can call. The Town Manager does not need to notify them about the content of the contact.
  - 4. The committee has established a training completion date of 11/1/03. Response: The Town Manager will support meeting that deadline.
  - 5. Discussion of Town Manager's question regarding allowing employees to volunteer for an activity. The committee felt that this was within the pervue of the Town Manager and not the Ethics Committee.
  - 6. Secretarial assistance: The Town Manager stated that he has no funds and no personnel available to provide the committee with secretarial assistance for regular meetings. He would provide assistance for hearings. The committee agreed to send the request for assistance to the Board of Selectman for their consideration.

- B. Yahoo site: Emery discussed the site and explained that the site is available for the public to send things to the site, but that only committee members can open all the features of the site. He cautioned members to keep all committee work on the site.
  
- V. Approval of Minutes: Members agreed to move the approval of minutes to the beginning of the agenda for each meeting. The minutes of 7/8/03 were reviewed and amended. Sandy made a motion to accept the minutes as amended and Emery seconded the motion. The motion was carried. Emery abstained.
  
- VI. Meeting agenda: Pat asked members to submit agenda items as they wish. Emery suggested that the agenda be put in the minutes as an attachment. Emery offered to show members how to place the minutes on Excel in order to have the meetings organized by a tab.
  
- VII. Adjournment: Sandy made a motion to adjourn and Marilyn seconded the motion. The vote was unanimous in the affirmative and the meeting was adjourned at 8:35pm. The next meeting will be at 6:30pm, 8/12/03, at Town Hall.

Respectfully submitted,

Gretchen Gott