

**Raymond Ethics Committee Minutes**  
**August 12, 2003**

- I. The Ethics Committee meeting was called to order at 6:30pm, August 12, 2003, at the Raymond Town Hall by Co-Chairman, Pat Larney.  
Committee members present were:  
Sandy Ellis  
Emery Landis  
Pat Larney  
Marilyn Semple  
Gretchen Gott was excused  
There were no members of the public or other public servants present.  
The meeting was televised by the Raymond Cable Committee.
- II. The meeting was opened with the Pledge of Allegiance. A proof of posting was reviewed.
- III. Approval of Minutes: Emery moved and Sandy seconded to table the approval of the 7/22/03 minutes. It was voted in the affirmative.
- IV. Old Business:  
A. Correspondence: Pat reported that there has been no response from Rick Bates to Pat's memo asking for a phone extension, a list of public servants and a wall organizer. Pat will follow up again. He will also ask Rick for a supply of envelopes with the Ethics Committee address printed on them to be included in the wall organizer.  
  
B. Forms: Sandy presented the revised Inquiry and Complaint Forms. It was agreed that the Inquiry Form is in final form. The Complaint Form, #2 of the Procedures, will be changed to read "... the complainant shall acknowledge the following:..." The statement "Please circle yes or no," etc. will be eliminated.  
  
C. Booklet: Sandy distributed the Code of Ethics that she had converted to booklet form. Suggestions were made to include "Public Service is a Public Trust" and the Town Seal on the face sheet, and to include a statement at the end saying that at the 7/8/03 meeting, the Ethics Committee voted to set a limit of \$25.00 for gifts allowed for the 2003/04 year. Sandy asked that committee members read through the booklet for any discrepancies in context. Any suggestions should be emailed to her so she can make changes for our next meeting.
- V. New Business:  
A. Budget: Emery provided some budget assumptions to begin discussion for preparation of next year's budget.  
1. Secretarial services estimated at \$1,080 per year, based on 3 hours per meeting at \$15.00 per hour for 24 meetings. The secretary would be an independent contractor and would be responsible for payment of her own Social Security and taxes. To assist the secretary, Emery has developed a template to be used for formatting the minutes, based on Gretchen's minutes.

2. Printing: These costs should be minimal for the copying of the forms and booklet. Emery will check with Rick Bates about having our own code for the copy machine.

3. Refreshments: Suggestion of \$50 to cover beverages for education sessions that we will host.

Discussion continued on the possibility of including money for workshops or training sessions that we may participate in, or the possibility of legal expenses. Emery will clarify with Rick Bates what legal services are available to us, and under what conditions.

Emery asked that we email any further budget thoughts or suggestions to him, which will be included in our next meeting.

B. Education: Because of vacation schedules, Pat was not able to make contact with the agencies that could provide training for us. He will keep trying to reach them. It was agreed that we can continue with our in-house training schedule by meeting with Department heads and provide enough booklets and forms for town employees. We also need to get a schedule of committee meetings so we can start arranging those sessions. It was stated that each session would be tailored to the audience. In addition, we will provide the general public with opportunities to familiarize themselves with the ethics document via channel 22 coverage of our meetings, our website, information in the Town Hall lobby, possibly a 1/2 hour TV show, and an article in "On the Common." These will be explored further at our next meeting.

VIII. The next meeting will be Tuesday, August 26 at 6:30 at the Town Hall.

IX. There being no further business to come before the committee, a motion was made by Sandy and seconded by Emery to adjourn the meeting. The meeting was adjourned at 7:52pm.

Respectfully submitted,  
Marilyn Semple