

Raymond Ethics Committee
September 9, 2003

- I. A meeting of the Raymond Ethics Committee was called to order at 6:30pm, on Tuesday, September 9, 2003, at the Raymond Town Hall by Co-chair Pat Larney.

Also present were:

Sandy Ellis, Co-Chair
Gretchen Gott
Emery Landis
Marilyn Semple

There were no members of the public present and the meeting was not televised.

- II. Old Business:

- A. The Town Finance Officer briefly stopped in at the meeting and discussed the email system with the committee. The town is working to have all committee members have town email addresses for all town business and to that end, will be giving email addresses to board/committee members.

The committee members discussed with Michelle, the location of the wall organizer at Town Hall to hold the necessary Ethics Committee materials including the Code of Ethics booklet and necessary forms. It was decided to use the organizer just outside the tax collector's office. Michelle then left the meeting. There was further discussion regarding the concern by members of the committee that the public have the perception and the understanding that the ethics information will remain separate from other town business and that the committee will have autonomy to accept and process complaints and inquiries as provided in the Code of Ethics.

The consensus of the committee was that for now, we will continue to use the Yahoo email site and publicize that as the means to access the Ethics Committee.

- B. Code of Ethics booklet: The booklet was reviewed. Emery Landis made a motion to adopt the booklet form of the Code of Ethics. Marilyn Semple seconded the motion. It was passed unanimously. Members decided that initially 30 copies should be printed for the public to pick up at Town Hall and that more copies can be printed as needed. The forms for complaints and inquiries will be printed as part of the booklet, but, also, separately on different colors of paper. Sandy will make a clean copy of the booklet and put it on disk to be given to the Town Manager to have copies made. Pat will leave envelopes in the organizer so people will be able to seal their envelope when submitting a message to the Ethics Committee.
- C. Phones: Marilyn passed out instructions for the town phone system. There was discussion regarding the messages and it was decided that voice mail

messages will be kept only until the next scheduled Ethics Committee meeting, after which time they will be erased. Marilyn will be the only one to erase messages.

- D. School District/Teachers Code of Ethics: There was discussion on whether the Code of Ethics covers the school employees. The current code only covers the town public servants, school employees are not included. There was a discussion about the fact that the document does not specifically say that the school employees are not covered and that there may be some confusion on the part of the average person, not involved in town/school government. There was discussion about having the code eventually cover the school employees, but that would require a process that would take a further action from the voters.
- E. Education and Training: There was a discussion of how the training would be accomplished. Pat will write a memo to the Chair of each board and to the Town Manager asking for time on their agenda to have the Ethics Committee provide the training. The training could be tailored for each specific board, but it was agreed that some of the key points that need to be covered include: gift policy (including the annual limit), conflict of interest, disclosure, recusal and proper procedures for confidential information. The committee hopes to be able to be on the agenda in October for at least the following committee with others to follow: Budget Committee, Board of Selectmen, Planning Board, Zoning Board of Adjustment, Conservation Committee and the Town Department Heads meeting.
- F. Discussion on Alternates: Members discussed what other boards/committees do when a member discloses a conflict of interest and needs to recuse themselves. It was felt that on the Ethics Committee that there was a limited chance that members would need to recuse themselves, but if so, would go through the procedure and do so. In the formation of the committee, there was no provision for alternates, but if a member resigned, the committee would appoint a new member.

IV. New Business:

- A. Room Change: Committee members discussed the fact that we had been "bumped" from the main meeting room and left with a very small meeting site with no TV coverage. Members felt that they had specifically asked friends to cover the Ethics Committee for RCTV and that those people might not want to be covering other meetings. Those volunteers will be asked that question. Members also asked that we have advance notice if the meeting location needs to be changed.

- V. Emery Landis made a motion to adjourn the meeting and Sandy Ellis seconded the motion. The meeting was adjourned.