

Approved Minutes
Raymond Ethics Committee
September 28, 2004

I. Call to Order

Co-chairman Pat Larney called to order a meeting of the Raymond Ethics Committee on September 28, 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

Mr. Larney led the attendees in reciting the Pledge of Allegiance.

III. Proof of Posting

The proof of posting was confirmed by Ms. Semple for today's meeting.

IV. Public Forum

As there were no members of the public present, the Committee moved on to Agenda Item V, Approval of Minutes.

V. Approval of Minutes

September 21, 2004: The draft of these minutes was reviewed; some changes were made. The corrections were (a) the proper spellings: Kathy Cramer, and TorrentH Hall; and (b) the status of members of the public: Selectman Dick Wood, ZBA Member Joyce Wood, and the person referred to as the selectmens' secretary was actually a member of the press. Ms. Semple moved that they be approved as amended, Ms. Ellis seconded; there was no discussion. The vote was unanimous in the affirmative; so moved.

VI. Old Business

Future Meetings Location: Mr. Larney has received a memo indicating that the future Ethics Committee meetings will be held in the High School Media Center. In the case of a conflict with the Budget Committee meetings, we will move to Room 101 (the Home Economics room), not Room 201. According to Kevin Woods, there are cameras in both 101

and the Media Center. The posting will need to be changed. The October 26th meeting will be at Torrent Hall, as it's a training session.

Storage Space: Some discussion ensued as to whether or not the Ethics Committee needs locked or fireproof storage space. Locked space should not be necessary, as everything stored is considered public documents. Sharon Walls has an official hard copy of all minutes, which are never out of her control, and they are also stored electronically in the Yahoo mailbox, so anything going missing should not be a concern. The final consensus was that although documents should be kept securely, there was really no need for a locked space, unless any documents need to be kept confidential under RSA 91-A. Ms. Semple will be arranging this space.

VII. New Business

Training: A training session was held on Thursday, September 23, 2004. There were many questions at the September 23rd session, mostly centering around the gifts policy. Many trainees were very concerned about the Jackson Lumber Lobsterbake situation and appeared to take it very personally; that Ethics Committee forms/procedures should be voted on at Town Meeting; that the current Committee members' names and access information should be included in the current Ethics Manual so that they can be reached individually; and one trainee felt that the dollar figure for gifts should be higher. There was a concern that if a complaint is made against you, that whether or not it's legitimate, your name becomes public and the damage is done; and queries as to whether a Supervisor can use the Ethics Policy against a subordinate.

The Committee agreed that whatever the original intent of the persons who drew up the Ethics Manual was, that will become less relevant as the committee matures and goes into full swing, and that the committee's duty is to formulate its own processes and procedures. The manual should include those items with a caveat that indicates that these are the procedures of the current year's Committee; and that the Committee members always need to speak as a Committee, not as individuals. They also hope to get across the point that the Ethics Manual is more than just the one gifts policy. As far as supervisor/subordinate issues are concerned, the Ethics Policy will not override normal employment policies and channels.

Mr. Larney will be conducting the next training session on Thursday, September 30th, 2004, at Torrent Hall. He will take into account things learned during the last training session when preparing this one. Some suggestions as to 'case studies' scenarios to include were personal use of town equipment, and getting gifts when purchasing office supplies.

Selectmen's Agenda: Mr. Larney will be on the Selectmen's Agenda for the meeting of October 4, 2004. He will be discussing the Ethics Committee budget, both as part of the Town's budget and as a separate warrant article.

Potential Amendments: The Committee was unsure about the procedure to amend, and the Selectmen will be asked to provide same plus drop-dead dates. Some of the potential

amendments include:

II A 1, not all other towns have the word *appearance of conflict of interest* - should ours?

IV B 3, how often is training really necessary?

IV A 4, the word *alternate* is not really appropriate and should be removed

IV C last paragraph, add *shall* issue a written advisory, and delete *may* and *upon request*

IV D 2, delete the part about *written request*, that should be automatic.

General, perhaps a form should be drawn up to request approval of attendance at an event before it occurs - an amendment would be needed for that.

The Committee will continue discussing potential amendments at the next meeting on October 12th, unless the selectmen indicate to Mr. Larney at the October 4th meeting that we need to address this before then.

VIII. Other Business

Draft Hearing Procedures. Small additional revisions were made to the Hearing Procedures. Ms. Gott moved to accept the document as amended; Ms. Semple seconded. There was no discussion, and the vote was unanimous in the affirmative.

IX. Adjournment

Ms. Ellis moved to adjourn the meeting at 8:05pm; Ms. Semple seconded. The vote was unanimous in the affirmative ; so moved. The next meeting is Tuesday, October 12, 2004, at 6:30pm at the High School Media Center.

Respectfully submitted,
Debra H. Doda