

Approved Minutes  
Raymond Ethics Committee  
October 12, 2004

**I. Call to Order**

Co-chairman Pat Larney called to order a meeting of the Raymond Ethics Committee on October 12, 2004, at 6:37pm, in the High School Media Center. Also present were:

Sandra Ellis, Co-Chairman  
Marilyn Semple  
Emery Landis

Members not present, and excused:

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 28, 2004:* The draft of these minutes was reviewed; some changes were made. The corrections were (a) the correct date of the meeting was September 28th, not 21st; and (b) only one trainee had suggested that the dollar limit for gifts be raised, not many.

Ms. Ellis moved that they be approved as amended, Ms. Semple seconded; there was no discussion. The vote was unanimous in the affirmative; so moved.

Approved minutes will henceforth be marked as FINAL COPY and sent out to the distribution list (Bette Patterson, Sharon Walls, the Library, and the Ethics Committee mailboxes) when ready.

## **VI. Old Business**

*Pre-Hearing Conference:* Ms. Ellis provided a laminated hard copy of this final approved outline to all attendees.

*Storage Space:* The "Cemetery File Cabinet" in the Selectmen's Office has a drawer that is available for the use of the Ethics Committee.

*Potential Amendments:* Mr. Larney will ask Town Manager Rick Bates about the procedures and timeline for getting potential amendments to the Ethics Manual on the Ballot. If the timeline makes it necessary, the Committee will call a special meeting to address this issue.

## **VII. New Business**

*Budget Meeting:* Mr. Larney and Mr. Landis attended the Selectmen's Budget Meeting on October 4th, 2004. Although the Ethics Committee's requested budget will be made part of the overall Town Budget request, the Selectmen suggested that the Committee also prepare a separate Warrant Article. Town Manager Rick Bates has volunteered to assist the Committee in the drawing-up of the Warrant Article, and the Committee appreciates his support. The Committee wants to stress that any monies requested and received, but not spent, will be returned to the taxpayers.

*Budget Retreat:* There will be a Budget Retreat held on October 13th at Torrent Hall. Mr. Larney was asked to appear at 3:00pm, and will do so; no other members of the Committee are available at that time. He will reprint our Budget Request and have it available.

## **VIII. Other Business**

*Draft Hearing Procedures:* Although the Committee had approved the last draft of the Hearing Procedures at the September 28th meeting, some small additional revisions were made, and the document will be re-reviewed and hopefully approved at the next meeting. There was some discussion about the roles and responsibilities of the Ethics Committee Members at a hearing, to wit: procedures for recusing oneself; whether, when, and how a Committee Member should speak up if evidentiary statements are made on matters about which they have personal knowledge, either pro or con; re-opening the Hearing if loose ends need to be tied up; and whether there is ever a need to deliberate in private rather than public.

## **IX. Adjournment**

Mr. Landis moved to adjourn the meeting at 7:30pm; Ms. Semple seconded. The vote was unanimous in the affirmative; so moved. The next meeting is Tuesday, October 26, 2004, at 6:30pm at Torrent Hall, and will be a Training Session.

Respectfully submitted,  
Debra H. Doda