

Raymond Ethics Committee
November 11, 2003

I. Co-chair Pat Larney opened the meeting of the Raymond Ethics Committee at 6:30pm, Tuesday, November 11, 2003 at the Raymond Town Hall.

Also present were:

Gretchen Gott
Emery Landis
Sandy Ellis
Marilyn Semple

There was one member of the public present. The meeting was televised by RCTV. The cameraman was Craig Fauth.

II. The meeting began with the Pledge of Allegiance. The Proof of Posting was reviewed.

III. The minutes of 10/28/03 were reviewed. It was noted that the minutes had been submitted, but not posted on the town web site. They were posted at Town Hall. Sandy made a motion to accept the minutes as written, second by Emery. Four members voted for the motion, Gretchen abstained.

IV. Old Business:

A. The remaining training dates were discussed with the following decided:

1. ZBA - Emery and Marilyn will present on 11/12
2. Pat spoke with Michelle Gordon regarding the Recreation Advisory Board. The members have the Ethics Code books and the training will probably be scheduled for their December meeting.
3. There has been no information from the Budget Committee regarding when they schedule their training. It was suggested that a repeat letter asking to set up the training be sent to the Chair and Vice-Chair of the Bud Com.
4. The other committees that still need to have training include Cable and Solid Waste Committees.
5. Sandy received an email from Ann Sharpe regarding the availability of dates for the Department Heads training. Gretchen and Marilyn will do the training and will ask for the training to be on 11/24/03.
6. It was suggested that the Ethics Committee meeting of 12/9/03 be designated as a catch-up day to provide training to all the people not already covered at other meetings.

B. Emery wrote a draft letter to Gail Columbus regarding her inquiry. He asked members to read the letter and provide feedback so that the response can be sent. It was noted that the four members at the meeting when the letter was discussed, saw no conflict in the proposal.

C. Complaint and Inquiry Forms: Emery asked about having the forms placed on the Town web site. Gretchen will ask Rick for permission to have that done.

D, Budget:
It was noted that at the last Bud Com meeting, that the Town Manager asked for money in the budget to pay for dinners so that he can go out to dinner with prospective clients and not be in violation of the Ethics Code and RSA's.

E. Recusal:
There was a general discussion about the difficulty of identifying when the recused person needs to leave the room (during deliberations). There have been several recent occurrences of members recusing themselves from various meetings, but then remaining in the room and sometimes participating in the deliberative portion of the meeting. The Ethics Code states that the person must leave the room during the deliberative portion. The Committee discussed how to assist committees in following this portion of the code. It was decided to send a letter to the chairmen and members of each committee reminding them of the important points of the code, including the recusal portion. It was suggested that the letter should be sent after all committees had received the training.

Pat suggested sending a letter of thank you for having the training on agendas and then including a bulleted reminder of the important points. He will compose this letter for review.

IV, New Business:

A. Hearing process: The committee agreed that we need to establish a process for conducting hearings. Sandy presented information from the School Board regarding hearings and Marilyn presented information from the Town of Dunbarton that they had developed for hearings. Each member will work on writing something for hearings and the committee will discuss these. Pat will contact the NHMA regarding hearing procedures. It was suggested that members should check the Dunbarton web site for their procedures.

Sandy, seconded by Emery Landis to adjourn, made a motion. The meeting was adjourned at 7:15pm.

Respectfully submitted,
Gretchen Gott