

Raymond Ethics Committee
November 25, 2003

- I. Co-chair Pat Larney called to order the meeting of the Raymond Ethics Committee at 6:35pm, Tuesday, November 25, 2003 at the Raymond Town Hall. Present were:
- Pat Larney, Co-chair
 - Emery Landis
 - Gretchen Gott
- Excused were:
- Sandy Ellis, Co-chair
 - Marilyn Semple

There was one member of the public present. The meeting was televised by RCTV. The cameraman was Ron Edgar.

- II. The meeting was opened with the Pledge of Allegiance. The Proof of posting was reviewed. The minutes of the meeting were reviewed. The name of the RCTV cameraman was incorrect. The cameraman for the 11/11 meeting was Craig Fauth. Emery Landis made a motion to accept the minutes as amended and Gretchen Gott seconded the motion. The vote was unanimous in the affirmative. There was a discussion about minutes from previous meetings. The draft is posted, but the final minutes are not posted. Gretchen will review the minutes posted and arrange to have final minutes posted as needed.

III. Old Business:

- A. Pat reported on the remaining training sessions for committees and employees. The sessions are as follows:
- Budget Committee - Pat spoke with Jim Tuttle, Bud Com Chair, who has scheduled the training for their meeting on December 2nd. Pat and Emery will provide the training. Pat will confirm the time.
 - Cable Committee - Gretchen and Emery will present at the December 17th meeting.
 - Recreation Advisory Board will attend the 12/9/03 Ethics Committee meeting for their training. The Solid Waste Committee will be invited to attend. If they are not able to do so, then other arrangements will be made to make the training available to them.
 - The Department Heads training was postponed from 11/24 and rescheduled for 12/1. Pat and Marilyn will cover this session and Pat will call to confirm the time.
 - Training for employees will be discussed at the Dept. Heads meeting and a date established at that time.
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IV. New Business:

- A. The procedure for hearings was discussed. The process that Dunbarton uses was discussed. Gretchen and Emery were favorably impressed with the process that

the Dunbarton committee followed during the pre-hearing and hearing on a complaint.

- B. Letter from a resident: Gretchen reported that the committee had received a letter from a town resident. Marilyn had drafted a response to the letter, inviting the author to attend the 12/9 meeting. The letter was addressed to the Town Manager with a cc to the Ethics Committee. The letter is more than an inquiry because names are named, but not a formal complaint since the process for filing a complaint was not followed. The process will be discussed on 12/9/03.
 - C. Gretchen reported that during a recent Selectmen's meeting, she was asked for her opinion on whether two of the members should recuse themselves because the subject involved the road on which they both live. She stated that her answer was not a direct yes or no, but instead was a review of the provisions of the code. It will be important for the public to realize that individual members do not interpret and apply the code, that it is a committee function. Individuals can explain provisions of the code, not specific applications.
 - D. Pat drafted a letter as a follow-up and thank you to those boards/committees that have already received the training. The letter needs to stress that the chair of each committee needs to clearly delineate the end of the public input portion of the meeting and the deliberative portion so that recused members know exactly when to leave the room. The letter will be amended to include references to the code and the telephone extension. Pat will revise the letter, based on the discussion and send to the committees.
 - E. Pat sent a letter to NHMA requesting sample hearing procedures but has not received a response as yet.
 - F. The Town provided the Ethics Committee with stationery for their official use, but the email address referenced is the one for the Town. Committee members felt that it is more appropriate for the committee to use the independent address (Raymondethicscommittee@yahoo.com). The committee will ask for reprinted stationery with the above address and the correct extension.
 - G. Marilyn sent to the members a list of deadlines for publication of "On the Common."
 - H. Gretchen presented the budget that Emery had prepared to the Selectmen because the budget had inadvertently been dropped from the Town budget. The Selectmen voted to add the requested amount to the budget.
 - I. The Town Manager has agreed to have the inquiry and complaint forms posted on the Town website. Pat will follow-up with Rick.
- V. The next committee meeting will be December 9, 2003, 6:30pm at Town Hall. The other December meeting date was discussed and the committee decided to meet on 12/16, if necessary, rather than 12/23. A motion was made by Emery and seconded by Gretchen to adjourn the meeting. The meeting was adjourned at 7:17pm.

Respectfully submitted,
Gretchen Gott