

**Town of Raymond
Ethics Committee Meeting
February 12th, 2008
High School Media Center
Final Minutes**

I. 6:30pm Call to Order

Chairman Pam Turcotte called to order a meeting of the Raymond Ethics Committee on Tuesday, February 12th, 2008, at 6:30pm, in the High School Media Center.

Committee members also present:

Sandra Ellis
Marilyn Semple

Committee members absent:

Frank Bourque
Pat Larney

The meeting was filmed by RCTV. The cameraman was Chester Goguen.

II. Pledge of Allegiance

Chairman Turcotte led the attendees in reciting the Pledge of Allegiance.

III. Proof of Posting

The Proof of Posting for tonight's meeting was confirmed by Chairman Turcotte. She would like to see it posted at the High School, also.

IV. Approval of Minutes

January 25th and 29th, 2008: Due to the length of the meeting and the complexity of the subject matter, the minutes are not yet complete for the Complaint Hearing. It is important that the committee members who presided at the hearing be on the board when those minutes are reviewed, so once they are available, a special meeting will be scheduled.

V. Old Business

A. Budget

Chairman Turcotte received a copy of the previous fiscal year's budget actuals. Expenses appear to be in line, but it must be noted that most attorney fees will be taken out of the budget for the upcoming fiscal year rather than the previous fiscal year. Postage costs are high, due to the large number of mailings necessary due to the Complaint Hearing. Chairman Turcotte believes that any

funds not spent will go back into the general fund. Mrs. Ellis stated that previously the Committee had requested that any funds not spent go back to the Taxpayers.

The Legal Fees line was added back into the proposed budget.

B. Training

It appears that the Ethics Committee will need to return to the previous practice of bringing training directly to the various boards and committees, because holding general sessions is not as successful as had been hoped. The Library Trustees, Police Department, and Town Employees have been trained recently; Mrs. Ellis is still attempting to train the Budget Committee and the Recreation Department; as Mr. Bourque was absent, there was no update on whether or not he had been able to train the Board of Selectmen and the Planning Board.

This subject will be addressed again after elections and once a new Committee is seated.

VI. New Business

A. Storage

Apparently there is a lower drawer somewhere in Town Hall that is designated as Ethics Committee storage. It is unknown whether or not this drawer is kept locked, but the office that it resides in is locked at night. Mrs. Ellis suggested procuring a small locking file cabinet, since the Committee now has confidential information due to the Complaint Hearing. There is no intent to imply that anyone would open the unlocked drawer and look at the confidential information in a nefarious fashion, but it would be proper to have it locked away, and it should be kept at Town Hall, not at any Committee member's residence. Mrs. Semple stated that last she knew the drawer was not very full, so a small locking box to place within could also be used. Chairman Turcotte will keep the documents with her until she can get to Town Hall, possibly on Tuesday. If Mrs. Ellis is in Town Hall before then, she will confirm the location of the drawer.

As some changes have been suggested to the Code, and will be voted upon at the election, the CD will also need to be updated should they pass.

B. Minutes

Electronic copies of all of the Ethics Committee minutes are filed away in the Yahoo mailbox, which is being maintained by Vice-Chairman Larney. He added Mrs. Semple when she returned to the Committee. The password will be changed after the election.

Electronic copies of the minutes are intended to be maintained on the Town website, but this is sporadic, not just for the Ethics Committee, but for all Boards and Committees. Mrs. Ellis opined that the minutes should always be available to the Public. The Recording Secretary sends copies of the minutes to the Ethics Committee, the Library, Sharon Walls at Town Hall, and the Recreation department.

C. Personnel

Mrs. Semple was thanked for her willingness to step back onto the Committee when circumstances arose that necessitated additional members. She stated that she had seen Vice-Chairman Larney recently, who was looking well. He will remain on the Committee, and if need be, an alternate member will be seated until he is ready to return.

Three positions will be open at the upcoming elections: those held by Chairman Turcotte (3 years), Mr. Bourque (3 years), and Ms. Fullerton (the remaining 2 years of a 3 year term). Three citizens have signed up to run for these open positions. The Committee also needs to think about two citizens who can serve as alternates.

VII. Public Comment

No Members of the Public wished to be heard.

VIII. Other Business

A. Future Meeting Dates

The Ethics Committee has the 2nd and 4th Tuesdays of each month reserved for their meetings. At times, the 4th Tuesday is not necessary. That is the case during this month of February.

The next regularly scheduled meeting would be on Tuesday, March 11th, but that is Election Day, and is unsuitable. The 4th Tuesday of the month is March 25th, 2008, and that will be the date of the next meeting. As mentioned previously, a special meeting will be scheduled to review the Complaint Hearing minutes.

B. Correspondence

No correspondence or calls have been received.

Adjournment

Mrs. Ellis moved to adjourn the meeting; Chairman Turcotte seconded the motion. The vote was three in favour with Mr. Bourque and Vice-Chairman Larney absent; so moved. The meeting was adjourned at 6:54pm.

Respectfully Submitted,

Debra H. Doda