

NEW DURHAM ETHICS COMMITTEE MEETING MINTUES

COMMITTEE MEMBERS PRESENT: Ellen Phillips, Chair; Joan Swenson; John Laurie

COMMITTEE MEMBERS ABSENT: Judith Wessel—excused absence

DATE: January 15, 2019

CALL TO ORDER: 7:09 p.m.

PUBLIC INPUT: **Visitors:** None

Minutes Approved

Item	Discussion	Results/Next	Responsible Person
1. Minutes	Meeting minutes from November 14, 2017	Motion to approve: J Swenson 2 nd to approve: E. Phillips Carried. Notice of approval to T.A.	Joan Swenson
	Meeting minutes from August 8, 2018	Unanimous approval as presented. Send to Town T.A.	Joan Swenson
2. Carol Allen	Letter to resign from the Ethics Committee	Letter received and resignation discussed. Letter to be sent to T.A. for BoS action	Ellen Phillips
3. Ethics Committee Rules of Procedure	Review of the edits from the August meeting ensued	Unanimous approval after correction of several typo's identified. Updated document to be signed by committee members at next meeting	Joan Swenson
4. Ethics Policy	Previous concern as to whether individuals could understand the last paragraph. Will ask the BoS whether clarification of the paragraph should occur	Explanation of the last paragraph was provided by Joan Swenson, which was accepted by the committee members.	

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		The last paragraph explains that if in an emergency situation an individual who would normally find themselves in a conflict of interest situation needs to make a decision, they can make that decision. But, as soon as possible that individual will need to conform to the Ethics Policy. Additionally, that individual will need to provide a reasonable rationale for taking action.	
5. Open committee member position	Open position is posted on the Town's website	Several Ethics Committee members to inquire of potential members	Ellen Phillips John Laurie
6. Ethics Workshop	The focus for the 2019 Ethics Workshop was briefly reviewed.	Several ideas were discussed including the Ethics Policies "Guiding Principles" Ellen to discuss with the T.A. whether the "Guiding Principle" would be pertinent to the Town individuals or if there is a more pressing topic.	Ellen Phillips
7. Membership Terms	The terms of the remaining committee members was discussed. Ellen had reached out to the Town's T. A. for term renewal dates	Further follow up with T.A. to occur	Ellen Phillips
8. Annual Report	Review of the draft report took place Some edits ensued.	Decision to further review the document and submit edits to Ellen. The report is to be submitted to the Town T.A. by February 12 th .	All Committee Members

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9. Next Meeting	Discussion as to the next regularly scheduled Ethics Committee ensued	Voted by consensus to move the next regular meeting to Tuesday, April 16, 2019 at 7 p.m.	
8. Meeting Adjourned		Moved by Joan Swenson Second by John Laurie Meeting adjourned at 8:03 p.m.	