

**BOARD OF ETHICS
SPECIAL MEETING
THURSDAY, NOVEMBER 17, 2011
TOWN OFFICE BUILDING – 1900 EST**

Call to Order: The meeting was called to order at 1900 by Board Chair Bryan Simmons. Quorum was established.

Attendees Present: Meredith Blake, Gerald Gault, Avery Jenkins, Peter Losee, William Neller, David Pavlick, Bryan Simmons.

Approval of Minutes:

- Motion: To approve Minutes from the November 10, 2011 Board meeting by Gerald Gault, seconded by William Neller.
- Vote: Unanimous approval.
- Resolved: The minutes of the November 10, 2011 meeting are approved and entered into the Board records.

Correspondence/Public Input: None.

Business:

- Mr. Simmons presented the revised Policies and Procedures document, and the changes therein based on the recommendations made at the previous meeting.
- A motion was made by Mr. Neller to approve the Policies and Procedures document with the reviewed changes. The motion was seconded by Mr. Losee.
 - Discussion: Mr. Gault suggested that much of the wording on pp 5-7 be removed. Mr. Gault expressed concern that the document was not user-friendly, because much of it was recapitulation of code that was already documented elsewhere. Mr. Gault suggested that those sections referring to existing code be excised and replaced with footnotes referring to the original code.
 - Other members expressed the opinion that the repetition was suitable and enabled the user to find all of the required information regarding ethics complaints in a single document.
 - After discussion, the motion was called by Mr. Pavlick.
 - Vote: The motion was carried by six ayes, with Mr. Gault abstaining.
- Layout of the document was discussed, with the suggestion that the portions citing existing code be visually differentiated either by boldface or italic typeface. Mr. Simmons said that he would produce samples of both for consideration at the next meeting.
- A clarification of the Board's use of public input was discussed, with the consensus that, as is procedure with some other boards, the Board of Ethics should provide an opportunity for public input at the beginning of all public meetings, with length and limitations to be discussed.
- The next meeting of the Board will occur on December 8, 2011. Following final approval of the Policies and Procedures document, future meetings will take place as needed.

Adjournment: Mr. Pavlick moved to adjourn at 2000 and Mr. Losee seconded. All voted aye and the motion carried unanimously.

Avery Jenkins
Secretary