

**BOARD OF ETHICS
SPECIAL MEETING
THURSDAY, DECEMBER 8, 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, Frank Gorman, Gerald Gault, Avery Jenkins, Peter Losee, David Pavlick, Lois Pike, Bryan Simmons.

Approval of Minutes:

- Mr. Gault recommended a correction of the minutes of the November 17, 2011 meeting changing the word “referring” to “restating.”
- The motion was made to accept the minutes as revised by Mr. Gault and seconded by Mr. Losee. All present voted aye with the exception of Mr. Gorman, who abstained.
- Resolved: The minutes of the November 17, 2011 meeting are approved as revised 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.
 - The board discussed its publication on the town website.
 - The revised typeface for use of portions of the document citing existing code was discussed.
 - Mr. Simmons stated that, if approved, the word “Draft” would be removed from the cover page and the date would be changed to reflect the date of approval.
- A motion was made by Mr. Gault to approve the Policies and Procedures document. The motion was seconded by Mr. Gorman.
- The motion was passed unanimously.

Adjournment: Ms. Pike moved to adjourn at 1925 and Mr. Pavlick seconded. All voted aye and the motion carried unanimously.

Avery Jenkins
Secretary