

**BOARD OF ETHICS**  
**SPECIAL MEETING**  
**THURSDAY, NOVEMBER 10, 2011**  
**TOWN OFFICE BUILDING – 1900 EST**

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

**Attendees Present:** In attendance were board members Meredith Blake, Gerald Gault, Avery Jenkins, Peter Losee, David Pavlick, Lois Pike and Bryan Simmons.

**Approval of Minutes:**

- ♣ Motion: To approve Minutes from Oct. 4, 2011 Board meeting by Lois Pike, seconded by Avery Jenkins.
- ♣ Vote: Unanimous approval.
- ♣ Resolved: The minutes of the October 4, 2011 meeting are approved and entered into the Board records.

**Correspondence/Public Input:** Contribution by Barbara Putnam noted and discussed.

**Business:**

- ♣ Need for corporate counsel separate from town counsel due to potential conflict of interest discussed.
- ♣ Discussion of the draft *Policies and Procedures* document.  
The following changes were discussed and generally regarded as appropriate by the members:
  - A standard information release form should be appended.
  - All time frames for notification should be measured in "business days."
  - Changes are necessary to clarify the process of the distribution of the complaint in the event that the Board Chairman or other officers are unavailable.

- The required format for the submission of the complaint be broadened to maintain public accessibility while retaining privacy.
- The elimination of the following sentence: “This rule shall not be construed to prohibit communications between two individual Board members,” from Section II-7(c).
- The addition of the phrase “and civil” to Section II-5(b) of the document.
- The issue of having an annual cap on allowable gifts (Section V-2) was discussed but no changes were seen as being required.
- Bryan Simmons will make the appropriate changes and present the revised document for approval at the next meeting.

⤴ Next meeting date: TBA, but as soon as possible.

**Adjournment:** Lois Pike moved to adjourn at 2030 EST and Gerald Gault seconded. All voted aye and the motion carried.

Avery Jenkins  
Secretary