

## **Town of Weare Ethics Committee**

August 2, 2023

Members Present:

Neal Kurk (NK) Eileen Meaney (EM). Luke Drake (LD), Suzanne Couhie (SC).

Absent:

Wendy Curry

Call to Order: 6:07 pm

EM reviewed WC may not be present due to previous engagement.

Reviewed proposed agenda from meeting that was not held on 7/26/23 due to lack of quorum.

Reviewed minutes from the meeting held on 7/19/23- No revisions noted. NK made a motion and LD seconded to accept minutes as written. Minutes accepted by unanimous vote of members present.

Reviewed internal process flow document and documents created to support that process. Discussion centered around concerns over best management in requests situation when identifiable information was included. After a review the EC decision was made to use one process for both request for advice and written opinion. All documents must be submitted without identifiers. Some revision of internal process flow was discussed within the meeting. EM agreed to revise the document in advance of the next meeting. NK will also revise forms to match.

Began discussion of process for accepting complaints. NK circulated information and documents that initial group had created.

More discussion tabled for next meeting.

Meeting adjourned at 7:35pm

August meeting schedule:

8/2/23

8/16/23

8/23/23

Respectfully submitted,

Eileen P. Meaney