

Town of Weare Ethics Committee

September 6, 2023

Members Present:

Wendy Curry (WC), Eileen Meaney (EM), Luke Drake (LD), Suzanne Couhie (SC).

Absent:

Neal Kurk (NK)

Call to Order: 6:07 pm

Minutes from 8/23/23 reviewed- moved to accept by LD, seconded by SC. Unanimously accepted.

Old Business:

WC confirmed that no there are no changes to agenda for the evening.

Discussion centered on reviewing and editing documents prepared for Internal Process Flow for Ethics Committee, Pre-Hearing Process and Hearing Process.

Document prepared by EM after review needs to be updated to reflect process for Town of Weare employees as their process needs to be held in non-public session.

LD made a motion to accept the document as edited to reflect the process for town employees. SC seconded. Passed by unanimous vote.

WC reviewed Pre-hearing document as prepared by she and SC. After a thorough discussion, WC will work to revise document, adding a form for individuals to acknowledge or waive participation in the process.

WC moved to review the document titled "Rules Regarding the Conduct of Hearings" as prepared by NK and reviewed with edits by LD.

EM made motion to strike paragraph 1 on page 2 beginning "Committee may call other witnesses>>>"

SC seconded. Passed by unanimous vote.

LD made motion to strike words on page 2 paragraph 2 "and must not be a lawyer" . SC seconded. Passed by unanimous vote.

LD made a motion to amend page 4, following #8 to state "If either party requests the committee to make a determination on evidence or objects to any component of the proceeding, the committee will pause the proceeding, consider the question, make a determination based on voice vote then continue the proceeding." EM seconded. Passed by unanimous vote.

LD made a motion to amend language on page 5 paragraph 1 to replace "break" with "short recess". EM seconded. Passed by unanimous vote.

LD made a motion to amend the language on page 5 section 10 from “the hearing will be recessed” to “the hearing will be closed”. EM seconded. Passed by unanimous vote.

LD made a motion to strike paragraph 2 on page 6 “Use of Recording Devices”. SC seconded. Passed by unanimous vote.

WC made a motion to accept amended Rules Regarding the Conduct of Hearings document as amended on 9/6/23. LD seconded. Passed by unanimous vote.

WC closed the discussion on these documents by outlining the following action items to be completed prior to next meeting on Wednesday 9/20/23.

EM to update Internal Process Flow document to include process for town employees who will have their matters heard in nonpublic.

WC will update the Pre-Hearing conference document and create form to support process.

New Business:

Ethics Committee discussed having completed documents and process reviewed by town counsel. WC will request time on the Board of Selectman Agenda for 9/11/23 to ask for approval of use of town counsel.

Next meeting on 9/20/23

LD made a motion to adjourn the meeting. SC seconded. Meeting adjourned at 7:10pm.

Respectfully submitted,

Eileen P. Meaney