



CITY OF DOVER

ETHICS COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center ,Room 220, Door #2,
61 Locust Street, Dover, NH 03820
Meeting Date: **Monday June 4, 2007**
Meeting Time: **6:00 pm**

1. Call to Order

The meeting was called to order at 6:00pm with Chairman Charles Reynolds presiding.

2. Roll Call

Members Present: Chairman Reynolds, Commissioners Forbes, Lariviere, Sterndale, Stolzenburg, Alternate Commissioners Barton, Blanchette, and Jacoby.
No members of the public were present.

3. Approval of Agenda

Moved by Lariviere, Seconded by Forbes, that the agenda be approved as distributed. Motion carried.

4. Public Forum

No members of the public were present.

5. Approval of Minutes

Moved by Forbes, Seconded by Lariviere, that the minutes of the May 14, 2007 meeting be approved as distributed. Motion carried.

6. Unfinished Business

A. i. Commissioner Lariviere presented the Commission's Rules to the City Council at its meeting on May 30, which were approved without question or comment.

ii. Agenda item 6B was included in discussion of this item. Commissioner Lariviere presented a draft "Notification of Sworn Ethics Complaint," with suggestions from the City Attorney.

Chairman Reynolds distributed the following drafts from his work with the City Attorney: Pre-hearing Status Conference guidelines; Pre-hearing instructions for complainants and respondents; Hearing guidelines; and a sample Decision Letter.

A general discussion ensued regarding: the calendar required for processing complaints; the notification of respondents; and the use of pre-hearing status conferences. It was agreed that such conferences would be used to outline actual hearings.

One question remained open – Did the City Council intend that complaints filed against city employees and referred to the City Manager by the Ethics Commission be released to the public? [Chap. 22, Art. II, Sect. 22-13C(3) and 22-13D]



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Moved by Forbes, seconded by Sterndale that the Notification of Sworn Ethics Complaint be approved as a guideline for future use. Motion carried.

Moved by Lariviere, seconded by Forbes, that the conference and hearing instructions be approved as guidelines for future use. Motion carried.

iii. Chairman Reynolds reported that he had spoken with the City Manager about clerical assistance during hearings. The City Manager would reportedly make every effort to support the Commission with this request.

iv. Chairman Reynolds reported that once the remaining commissioner had completed the requisite form at the City Clerk's office, city email accounts would be made available to all. The Vice-chairman pledged to do so the following day.

C. Commissioner Sterndale reported that he had spoken with the City Clerk about the audio recording of hearings and training sessions. This will be possible and relatively easy in any meeting location.

D. Commissioner Forbes presented her research on training opportunities for the Commission. She reported that Dover is the only city in New Hampshire with such a body, and on her conversations with several persons who might provide some training guidance. Her discussion with the City Manager indicated that city funding for training the Commission may not be significant. She also distributed materials and copies of statutes relative to conflicts of interest.

Discussion continued on what commissioners would like training to focus upon. The consensus was that two topics would be preferred: a broad introduction to the various questions that may arise; and some practical hypothetical situations and complaints. Commissioner Forbes agreed to request some sample complaints from the City Attorney for discussion at the next meeting. It was hoped that one complaint might evolve into an experimental hearing.

7. New Business
None raised.

8. Concerns of the Commission
None raised.

The date of the next meeting was set as Monday, July 9, at 6:00pm.

Motion to Adjourn by Lariviere, seconded by Sterndale. Motion carried and the meeting was adjourned at 7:10pm.



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Respectfully Submitted,
Chris Sterndale, Clerk