



**CITY OF DOVER**

## ETHICS COMMISSION - MINUTES

Meeting Type: Regular Meeting  
Meeting Location: Conference Room, City Hall  
Meeting Date: **Monday, February 7, 2011**  
Meeting Time: **5:30 PM**

Call To Order: Dana Lariviere

Roll Call: Vicki Blanchette Herman Stolzenburg Brendin Licata  
Dana Lariviere Rose Forcillo

Acceptance of Minutes: Postponed acceptance until all commission members have access to their City e-mail account.

Discussion was held on City e-mail accounts. Dana will contact the City IT Dept to get assistance for commission members. Dana can be contacted at [dlariviere@comcast.net](mailto:dlariviere@comcast.net) to get City e-mail instructions.

Time was turned over to the City Attorney, Allan B. Krans, for training. Training was as follows:

**Right to Know:** We are a transparent commission. Everyone in the city has the right to know what goes on in our meetings. All City records are public.

**E-mail:** All City e-mails are subject to public inspection, thus all e-mail correspondence is to be done via City e-mail not personal e-mail.

**Complaints/Nonpublic Sessions/Hearings:** A "Sample Hearing Format" handout was reviewed covering all of these subjects.

Basically when a complaint is received the commission will start in public session. Once the complaint is reviewed the commission will recess to a nonpublic session. These minutes are sealed. The commission will then adjourn back to public session to adjourn. Review handout for more details.

**Chapter 22:** Available on-line. Commission members are encouraged to view it to become familiar with it.

Attorney Krans handed out DVDs of the mock hearing that was held in 2007 so commission members could observe the hearing format and what to expect if a hearing was called.

Attorney Krans was then excused to attend another meeting and discussion continued.

Discussion on hearing procedures between new members and past members continued since past members were involved in an official hearing. Members were encouraged to review the handout to better educate ourselves on hearing procedures.



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There was discussion on ways to reach out to the public to educate them about the commission and its purpose.

Some of the commission members reported they had received copies of the Ethics Commission Training Manual via their personal e-mail accounts.

Commission members were encouraged to investigate the Internet for ethic complaints here in New Hampshire.

Next Commission Meeting will be held March 7, 5:30 PM, second floor conference room.

Motion to Adjourn: Herman Stolzenburg  
Seconded: Rose Forcillo