

Ethics Committee Meeting Minutes - *Approved*
Date: October 10, 2012

The meeting began at 7:30 pm in the Town Hall Conference Room.

Members attending: Aviah Pierson, Laurie Noonan and Rich Rubenstein via conference call.

1. Regular Business:

Attendance was noted.

2. President's Comments:

Rich called the Open meeting to order.

3. New Business:

- a. The Board of Ethics members planned to review and revise draft internal operating procedures for the Ethics Board at this meeting. However, since so few members were present, it was unanimously decided to wait until the next meeting to complete the review.
- b. The issue of outstanding 2012 Disclosure Forms was discussed. Rich indicated that he will discuss the Board's next steps to follow-up with those that haven't completed the required forms with Michael Grace.
- c. As per Town Code, the Board is required to develop Ethics Training for the general public. Jeannette Koster's assistance will be needed to plan and develop training materials. Jeannette will be asked to come to a future meeting to begin this process.
- d. The scheduled dates for future meetings were verified with the members present.

Next Steps:

The next meeting was scheduled for Weds. Nov. 14th, at 7:30 pm in the Town Hall Conference Room.

The meeting adjourned at 8:00 pm.

Minutes submitted by Laurie Noonan