

DURHAM ETHICS COMMISSION
MEETING MINUTES
March 31, 2015

1. **Call to Order:** The meeting was called to order at 7:05 p.m. by Chair Simone Howe. Present were Judy Bahr sitting for Linda Maffei, Brenda Cowett, Noël Higgins, Simone Howe, and Clark Kearney. Linda Maffei and alternate Deborah Proctor were absent.
2. **Approval of Agenda:** Moved to approve by Judy Bahr, seconded by Brenda Cowett. Approved unanimously.
3. **Approval of Minutes of November 25, 2014.** Moved to approve by Clark Kearney, seconded by Judy Bahr. Approved unanimously.
4. **Discussion of Ethics Commission Matters:** There was no mail and no discussion of DEC matters.
5. **Old Business:** Brenda Cowett inquired about an application by a resident to the DEC that had been discussed at the November meeting. Simone Howe reported that she had responded to the resident by mail, return receipt requested, explaining that the application submitted was incomplete and lacked sufficient information for any action on the part of DEC. The resident has not respond to Simone's correspondence.
6. **New Business:** Simone Howe reported that she had submitted a bill to the town treasurer for payment in the amount of \$48 for the DEC post office box; she also submitted a request in the same amount for consideration in the Board of Finance's budget for the new fiscal year.
Simone Howe briefly reviewed the DEC's Code, particularly in regard to procedures related to specific inquiries and requests for action from the public.
7. **Public Comment:** No members of the public were present.
8. **Adjourn.** On a motion by Judy Bahr, seconded by Brenda Cowett, the meeting was adjourned at 7:23 p.m.

Respectfully submitted,
Noël Higgins