

**DURHAM ETHICS COMMISSION  
SPECIAL MEETING MINUTES  
May 19, 2015**

- 1. Call to Order.** The meeting was called to order at 7:00 P.M. by Simone Howe and roll was called. Present were Brenda Cowett, Noelle Higgins, Simone Howe, Clark Kearney, and Linda Maffei. Deb Proctor and Judy Bahr were absent.
- 2. Seating of Alternates.** No alternates were seated.
- 3. Approval of Agenda.** On a motion by Noelle Higgins, seconded by Clark Kearney, the Agenda was approved unanimously.
- 4. Nomination and Election of Durham Ethics Commission officers.** As Secretary, Linda Maffei presented the slate of nominations:
  - Chair: Brenda Cowett
  - Vice-Chair: Clark Kearney
  - Secretary: Linda MaffeiOn a motion by Simone Howe, seconded by Noelle Higgins, the slate was approved unanimously. Thanks were given to Simone Howe for her service as Chair for the past year. Noelle Higgins volunteered to assume the job of checking the DEC post office box.
- 5. Approval of Ethics Commission Minutes of March 31, 2015.** On a motion by Linda Maffei, and seconded by Clark Kearney, the Minutes from March 31, 2015 were approved unanimously.
- 6. Discussion of Ethics Commission matters.** Simone Howe reviewed the form Advisory Opinion letters that would be sent upon a request for same, including a letter that was sent as a result of our November, 2104 consideration of an Advisory Opinion.
- 7. Old Business.** Simone Howe indicated that members' terms end as of the May meeting, but are staggered as to the year. She also reviewed some of the DEC procedures for the benefit of the new Chair.
- 8. New Business.** Simone Howe noted that she received a Complaint earlier this month. Due to its nature, she advised that Executive Session would be appropriate for the discussion. On a motion by Linda Maffei, seconded by Brenda Cowett, the DEC voted unanimously to go into Executive Session at 7:25 P.M.. Present were Brenda Cowett, Noelle Higgins, Simone Howe, Clark Kearney and Linda Maffei. Executive Session was concluded at 7:50 P.M. on a motion by Linda Maffei, seconded by Simone Howe, and approve unanimously. All members entering Executive Session were present at its closure.

Simone Howe made a motion that, wherein the DEC had received a Complaint, such Complaint does not comply with the requirements of the Code of Ethics, in that the Complaint was not sworn to by the Complainant under oath as required, was not in proper form, and was anonymous. Additionally, the DEC will comply with Section A4 of the Town Ordinance Establishing the Durham Ethics Commission and forward the Complaint to the State Trooper. Brenda Cowett seconded this motion, and it was approved unanimously.
- 9. Public Comment.** There were no members of the public present.
- 10. Adjourn.** On a motion by Simone Howe, seconded by Noelle Higgins, the meeting was adjourned unanimously at 8:12. P.M.

Respectfully submitted,  
Linda Maffei, Secretary