

**DURHAM ETHICS COMMISSION
MEETING MINUTES
October 27, 2015**

- 1. Call to Order.** The meeting was called to order at 7:02 P.M. by Brenda Cowett and roll was called. Present were Judy Bahr, Brenda Cowett, Chet Raczka, Noel Higgins, Clark Kearney, and Linda Maffei. Deb Proctor was absent. Chet Raczka was welcomed as a new member to the Ethics Commission.
- 2. Seating of Alternates.** Judy Bahr was seated for Deb Proctor. Brenda Cowett noted that we need to understand how to seat alternates properly; for example, if a Democrat/Regular member is absent, must that individual be replaced by an alternate of the same party, or could an unaffiliated alternate or Republican alternate be seated as well.
- 3. Approval of Agenda.** On a motion by Clark Kearney, seconded by Judy Bahr, the Agenda was approved unanimously.
- 4. Approval of Ethics Commission Minutes of September 29, 2015.** On a motion by Judy Bahr, seconded by Linda Maffei, the Minutes from September 29, 2015 were approved unanimously.
- 5. Discussion of Ethics Commission matters.** Brenda Cowett stated that she will update and forward to the DEC members the roster, now that we have a full Ethics Commission. She also stated that she is in possession of the post office box key.
- 6. Old Business.** None.
- 7. New Business.** Brenda Cowett stated that there has been no mail.
Linda Maffei asked if we should discuss meeting dates for the year 2106 since there were a large complement of members present. Noel Higgins stated that she felt meetings every month were not necessary; Clark Kearney agreed. Brenda Cowett said she felt that we have an obligation to be available. After a brief discussion and review of the Town Charter establishing the Ethics Commission, Brenda Cowett volunteered to call the Town Clerk and inquire what the expectations are for a commission to meet every month. Regardless, the Commission decided to continue to meet the last Tuesday of every month at 7:00 PM.; a cancellation could be sent out if we knew in advance there would be insufficient members attending to hold a meeting. Linda Maffei said she would draft a notice of the dates, contact the library during business hours to book the location, and submit the list of dates to the Town Clerk.
- 8. Public Comment.** There were no members of the public present.
- 9. Next Meeting Date.** The next DEC meeting will be November 24, 2015 at 7:00 PM in the Activity Room of the Library.
- 10. Adjourn.** On a motion by Chet Raczka, seconded by Noel Higgins, the meeting was adjourned unanimously at 7:30PM.

Respectfully submitted,
Linda Maffei, Secretary