

**DRAFT MINUTES**  
**DURHAM ETHICS COMMISSION**  
**OCTOBER 26, 2009**

**I. Meeting was called to order** by Ellen Piotrowski at 7:02. Roll was called:  
**Present:** Ellen Piotrowski, Jennifer Fowler, Linda Maffei. **Absent:** Dave Adams, Bruce Chaplin, Bob Fulton, Pat Kupcho, Margie Stahl.

**II.**

**III. Approval of the Agenda.** Linda Maffei moved, and Jennifer Fowler seconded, that the Agenda be approved. Without discussion, the Agenda was unanimously approved.

**IV. Approval of the Ethics Commission meeting minutes of September 28, 2009.** Jennifer Fowler moved, and Ellen Piotrowski seconded, that the draft minutes from the September 28, 2009 meeting be approved as written, unanimously approved.

**V. Public Comment.** It was noted that there were no members of the public present.

**VI. Discussion of the Durham Code of Ethics and other Commission matters.**

Members discussed a draft form for deadlines, which could be utilized when a complaint was filed with the Commission. Using the Code, members checked the dates against the draft form. Ellen Piotrowski suggested that, using Excel, we might be able to format the form so that dates would be automatically computed going forward.

Members felt that we also needed a checklist, which could be incorporated as part of the proposed draft list, to assess the proper completion of the complaint form by the complainant (i.e., improper information, lack of signature or acknowledgement, etc). It was felt that the chairman should be granted the authority to reject a complaint without calling a formal Commission meeting if the complaint is improper or incomplete on its face.

Members also worked to complete the timelines on the draft form through the hearing process and subsequent notification to the Town and all parties. The proposed timeline form will be discussed at the next meeting.

**VII. Old Business:** None.

**VIII. New Business:** None.

**IX.**

Our next meeting is scheduled for November 23, 2009

Upon a motion by Jennifer Fowler, seconded by Linda Maffei, the meeting was adjourned, no discussion, unanimous.

Respectfully submitted,

Linda Maffei, Member, Durham Ethics Commission