

Ethics Committee
Meeting Minutes
January 27, 2016

Members Present:

X	Dan Chasse	X	Peter Lyford
X	Don Dufour	X	Todd Martin
X	Joe Ferris	X	Cathy Taylor
X	Kim Lane	X	Patti Dubois

The meeting was called to order with introductions of all present. After some general discussion of the City Charter Commission's work and their recommendation to form this committee, the conversation shifted to other policies and ordinances that may cover aspects of ethics.

The committee members agreed that it would be helpful for them to review the City's Personnel Ordinance, the Technology Use Policy, Freedom of Information statutes, a listing of all standing committees, and the Sexual Harassment Policy. Further, members requested that a list of municipalities in Maine who have Ethics Ordinances in place be obtained from the Maine Municipal Association. It was suggested that members review all of the ordinances to see if others are impacted. City Clerk Dubois will compile the requested documents and email out in advance of the next meeting.

Peter Lyford mentioned that he had found a relevant website (CityEthics.org) which gave a model ethics ordinance that included the designation of an Ethics Officer, requirements for financial disclosure, transparency and whistle-blower protection.

Some general legal questions were raised:

- Does this ordinance impact the school department?
- What is the maximum number of family members that can serve on a committee?
- Is it legal to limit the number of family members serving on a committee?
- Is the language consistent for all committees regarding family member restrictions?

The committee asked Bill Lee to send information regarding restrictions on emails among committee members, so that there is no violation of FOIA statutes.

The next meeting was scheduled for February 10th at 4:45 p.m. There being no further business, the meeting adjourned at 5:20 p.m.