

Ethics Committee  
Meeting Minutes  
March 2, 2016

Members Present:

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

The meeting was called to order. The member discussed and set the rules of order to be followed during the ordinance development process to be informal with no formal motions and votes needed, with changes being made by consensus; however a formal motion and vote to accept the ordinance will be taken. The members also agreed that during the committee's regular meetings and hearings, Roberts Rules of Order will be followed, which requires formal motion and votes, and recognition from the Chair to speak.

Chair Lyford gave a recap of the last meeting and summarized that Windham's Ethic's Ordinance was chosen as a model for Waterville's because members liked the format, the document was concise and the town is of similar size to ours. A "Parking Lot" will be maintained as an area to track outstanding issues or questions to be resolved at a later date.

The committee members then discussed the applicability of the Ethics Ordinance. The question of whether this ordinance would apply to the school department staff or not. Bill Lee answered that the school department staff would not be covered by our ethics ordinance, but would apply to city employees and elected and appointed officials, as well as committee members. Members felt that the School Board members would have applicability; therefore this issue was put in the Parking Lot for later clarification.

When discussing which boards overall that would be applicable, it was agreed that any board with fiduciary responsibility or those that are quasi-judicial would be. The consensus was that most boards would be covered, with the exception of board whose membership would be covered elsewhere (elected officials, city employees), or those that are multi-jurisdictional, such as Kennebec Sanitary Treatment District.

When discussing possible overlap of this newly created ordinance with other ordinances and policies, the group felt that this document would supersede other ordinance. Recommendations will be developed for changes to other policies and ordinances in order to avoid duplication or contradiction.

The board discussed whether consideration should be given to the process for determination of vacancies in city offices, and the role that this committee should play in that process. Members also were asked to give some thought and perform individual research on citizen complaint processes.

In a review of Windham's Ordinance, it was stated that employees be added to the definitions, with additional amendments to be made so that they be covered by Waterville's Ordinance.

The group asked that minutes be sent to the City Manager and City Solicitor, in order to keep them apprised of our progress. The City Clerk was asked to check their availability to attend a meeting of this committee on either March 16 or April 6<sup>th</sup>.

There being no further business, the meeting adjourned at 5:50 p.m.