

ETHICS COMMISSION
Special Meeting
Wednesday, February 1, 2012

Present: George Law, Normand Emond, Terri Larson, Jay Swanson. Absent: Gerry Burke.

1. **Call to Order** – The meeting was called to order by Chairman Law at 7:00 p.m. in the Mary Flood Room of the Portland Library.
2. **Review Powerpoint presentation and introduction** – Commissioners reviewed the entire Powerpoint presentation and introduction. No changes were made to the revised Ethics Training Online introduction. Three changes were made to the presentation: Slide 4, third bullet, “the” was changed to “The”; Slide 9, 2nd bullet, “Town employees” was changed to “Town representatives”; Slide 28, third bullet “Respondent” was changed to “Each party”.
3. **Approval of agenda** – agenda was approved by general consensus.
4. **Approval of minutes for November 16, 2011** – Jay Swanson moved, seconded by Normand Emond, that the minutes be approved as printed. Motion was approved unanimously.
5. **Correspondence** – The only correspondence received were Certificates of Ethics Ordinance Training submitted by Town employees and elected or appointed officials.
6. **Public comment** – none.
7. **Old business** – None.
8. **New business** –
 - a. George will contact Mrs. Bransfield to arrange for an evening training session sometime in the month of April.
 - b. Jay Swanson was reappointed for a term expiring December 31, 2015 and George Law for a term expiring December 31, 2016.
9. **Public comment** – none.
10. **General discussion** – none.
11. **Executive session** – none.

12. **Adjournment** – Meeting was adjourned at 7:35 p.m.

Respectfully submitted
Terri Larson – Secretary

Distribution:

Commission members: George Law, Chairman; Terri Larson, Secretary; Gerry Burke; Normand Emond, Jay Swanson

Paula Slym, Assistant Town Clerk; Dave Kuzminski, Town Tech; Michelle Ceppaglia (for distribution)