

**Town of Preston  
Ethics Commission  
Special Meeting  
Town Hall Conference Room  
Wednesday, January 31, 2018**

1. Call to order - 5:29 pm
2. Roll call - Hank Podraza, Linda Christensen, Nancy Bartlett, and Gale Ennis, alternate member. Gale Ennis left at 6:00 pm.
3. Review and accept minutes from the Jan. 10, 2018 regular meeting - Gale 5b - should read the political make up of the group, Also under 5b - In the fourth line, replace "they" with "Board of Selectmen. Under section 5c, replace "changed" with "made." Hank noted that Correspondence should read, "A letter was sent to the clerk listing the commission's regular meeting schedule. Also, a letter was sent to the B.O.S requesting Linda Christensen's reappointment." Chairman Podraza made a motion to accept, seconded by Linda C. Unanimous by voting members.
4. Correspondence - Chairman Podraza received a letter from Nancy Musa requesting the commission's 2018-1019 budget figures, A letter was sent to the Board of Selectmen requesting N. Bartlett's appointment
5. Chairman Podraza changed the sequence of the agenda to Old Business followed by New Business.
6. Old Business
  - a. Training/documentation for new employees and recently elected officials
    - i. Discussed Form C in the Code of Ethics handbook. Chairman Podraza made a motion to leave Form C in its current state, seconded by Nancy B. Unanimous by voting members.
    - ii. Employee Handbook. p. 18 Town's requirements, the 7th bulleted item:  
Replace: Receive a copy of the Town's Code of Ethics and complete the Town's ethics training;  
With: Receive a copy of the Town's Code of Ethics, complete the Town's ethics training, and submit a signed Form C - Agreement to Comply with the Preston Code of Ethics; and,
    - iii. Employee Handbook pp. 21-22 – Ethics:  
Replace: The first paragraph with: The Statement of Purpose from page 1 of the Preston Code of Ethics through and including section e)  
In the second paragraph, replace: "All employees will receive and sign for a copy of the Code of Ethics, and will be bound by its contents." with: "All employees will receive a copy of the Code of Ethics, and will be bound by Its contents."

7. New Business

A. Budget - The following are the agreed upon budget items and amounts that will be submitted for the Ethics Commission budget for 2018-2019: Investigator - \$0, Recorder Fees \$500, Complaint/Costs \$100, Mail/Office Supplies \$50, Printing \$200, Unforeseen Expense \$150, Training/Educ. \$ 0, Member Training \$100 , Legal Fees \$ 0. Chairman Podraza made a motion to accept the budget as is, seconded by Nancy B. Unanimous by voting members.

7. Public comment - None

8. Adjourn - Linda C. made a motion to adjourn at 7 pm, seconded by Chairman Podraza. Unanimous by voting members.

Respectfully submitted,

Linda Christensen  
Secretary