

**MINUTES OF THE
ETHICS COMMITTEE**

**MEETING OF
May 15, 2025**

The Ethics Committee held a meeting on Thursday, May 15, 2025, at the Salem Town Hall, 33 Geremonty Drive, Salem, NH.

Committee Members Present: Donna Sytek; Donna Loranger; Marybeth Stramaglia; Anthony Conte and Kevin Breen

Also Present: Colleen Mailloux

1. Call to Order

The meeting was called to order at 4:31 pm.

2. Adoption of Minutes of April 16, 2025

The Committee reviewed the minutes from April 16, 2025. No comments were made.

MOTION BY: Anthony Conte

Move to approve the Ethics Committee minutes of April 16, 2025 as presented.

SECOND BY: Marybeth Stramaglia

VOTE: 5-0-0

The motion passed unanimously.

3. Membership Update

The Committee welcomed Kevin Breen as an official member.

4. Election of Chair and Vice Chair

Ms. Sytek stated that the Committee needed to elect its Chair and Vice-Chair.

MOTION BY: Anthony Conte

Move to appoint Ms. Sytek as Chair of the Ethics Committee.

SECOND BY: Kevin Breen

VOTE: 4-0-1

The motion passed with Ms. Sytek abstaining.

MOTION BY: Donna Loranger

Move to appoint Ms. Stramaglia as Vice-Chair of the Ethics Committee.

SECOND BY: Anthony Conte

VOTE: 5-0-0

The motion passed unanimously.

5. Review of Revised Training Session Presentation for New and Returning EAOs

The Committee discussed the presentation and made the following amendments:

- Corrections to Committee member names
- Inclusion of a slide that includes the Ethics Process flow chart

The Committee discussed the Use of Influence section of Article 6 of the Charter.

Two training dates will be held, Thursday, May 29 at 7pm and Thursday, June 12 at 4pm.

Ms. Sytek will send email invitations to new officials and to those who have not previously attended ethics training, and to copy the Chair of the Board/Committee on the email. Colleen Mailloux will provide email addresses to Ms. Sytek. The Committee suggested emphasizing that alternate members are also encouraged to attend.

6. Municipal Code Chapter 33 Status

The Committee discussed addressing the conflict between the Town Charter and Municipal Code by either inserting the new language from the Charter into the Code or deleting Chapter 33 and incorporating the Charter by reference.

7. Update of SMART Goals

The Committee reviewed SMART Goals for 2025. The Committee discussed the following goals:

- Goal 1: Provide ethics training to newly elected and appointed officials.
- Goal 2: Resolve any conflict or duplication between Chapter 33 of the Municipal Code and Article 6 of the Town Charter.
- Goal 3: Clear up the language regarding "Use of Influence"
- Goal 4: Educate the public about the role of the Ethics Committee and the scope of its authority.

Mr. Breen suggested, and the Committee concurred, that collaboration with the Communications Committee be incorporated in Goal 4. By consensus, the Committee agreed on the four goals for 2025. Ms. Sytek will present the goals to the Town Council on June 2.

8. Other Business

The Committee discussed creating an FAQ section for the Ethics Committee website. Ms. Loranger offered to draft some FAQs (with answers) to discuss at the next meeting.

9. Date for next meeting

A future meeting date will be called by the Chair as needed.

9. Adjourn

MOTION BY: Anthony Conte

Move to adjourn at 5:06PM.

SECOND BY: Marybeth Stramaglia

VOTE: 5-0-0

The motion passed unanimously.

ADJOURNMENT AT 5:06 PM

Notes/minutes taken by: Colleen Mailloux

Approved: Ethics Committee

Date Approved: June 25, 2025