

## MINUTES OF THE ETHICS COMMITTEE

**MEETING OF  
September 18, 2025**

The Ethics Committee held a meeting on Thursday, September 18, 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 3:59 pm.

## **2. Adoption of Minutes of August 7, 2025**

The Committee reviewed the minutes from August 7, 2025. A correction was made by D. Sytek to Page 2, Line 13 to delete the reference to an abstention on the motion.

**MOTION BY:** Anthony Conte

*Move to approve the Ethics Committee minutes of August 7, 2025 as corrected.*

**SECOND BY:** Marybeth Stramaglia

**VOTE: 5-0-0**

The motion passed unanimously.

## 2. Update on FAQs

The FAQs have been posted to the Committee webpage and include links to the attendance lists for the training in 2024 and 2025.

### 3. Consideration of Amendment for Mandatory Ethics Training

D. Sytek presented draft language for a Charter Amendment for mandatory ethics training. The Committee discussed where to incorporate the language in the charter and agreed by consensus to add it after the last of the violations listed in section 6.3(it will be added as Paragraph 6.3.13).

The Committee reviewed the draft language and discussed training for EAOs who are appointed off-cycle to backfill a term. The Committee discussed requiring training once per term versus once per year. The Committee agreed by consensus that training could be completed via reviewing materials (videos, or written materials) on the Ethics Committee webpage and familiarizing oneself with the Ethics requirements of the Charter.

After discussion, the Committee agreed to amend draft paragraph A to read:

1    ***A. Except as otherwise provided, all EAOs shall complete ethics training as offered by the***  
2    ***Ethics Committee during the first three months after their initial appointment or election and***  
3    ***for each subsequent year. Each EAO shall certify completion in writing to the Ethics***  
4    ***Committee as directed on the Ethics Committee website. Those holding more than one office***  
5    ***or appointment are not required to complete training more than once in a given year.***

6  
7    With this proposed language, there is no need for additional language for off-cycle appointees.  
8    If the Charter Amendment passes, Staff will prepare a certification form that EAOS can complete  
9    and submit to the Ethics Committee.

10  
11    Town staff will create a form that will be added to the website.

12  
13    The Committee agreed with paragraphs B and C as drafted.

14  
15    ***B. Ethics training provided in an EAO's non-Town capacity will not satisfy this requirement***  
16    ***as the Town requirements, processes, and procedures are specifically tailored to conform to***  
17    ***our Town Charter.***

18  
19    ***C. The Town Clerk and Tax Collector are exempt from this section as their conduct is***  
20    ***governed by state law.***

21  
22    The Committee agreed that paragraph "D" should read "may".

23  
24    ***D. The Ethics Committee on its own motion may originate a complaint against any EAO who***  
25    ***fails to comply with this section.***

26  
27    **MOTION BY:** Anthony Conte

28  
29    ***Motion that the chair submit the agreed upon language to the Town Council for inclusion in***  
***March ballot as a Charter Amendment.***

30  
31    **SECOND BY:** Marybeth Stramaglia

32  
33    **VOTE: 5-0-0**

34  
35    The motion passed unanimously.

## 36    **5. Other Business**

37  
38    D. Sytek will prepare one memorandum for the Town Council' October 6 meeting that will  
39    include the use of influence language previously agreed to, as well as the mandatory ethics  
40    training.

1   **7. Adjourn**

2

3   **MOTION BY:** Anthony Conte

4   *Move to adjourn at 4:39PM.*

5   **SECOND BY:** Kevin Breen

6   **VOTE:** 5-0-0

7   The motion passed unanimously.

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9   **ADJOURNMENT AT 4:39 PM**

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11 Notes/minutes taken by:   Colleen Mailloux

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13   Approved: \_\_\_\_\_

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15   Date Approved: \_\_\_\_\_