



ETHICS FOR ELECTED AND APPOINTED TOWN OFFICIALS

Contents

- ▶ Introduction
- ▶ Ethics Committee Role
- ▶ Specific Requirements of Charter
(aka the “12 Deadly Sins”)
- ▶ Consequences
- ▶ Questions

INTRODUCTION

Implemented in the
Town Charter approved
in 2023 as updated in
2024 & 2025

Charter requirements
may differ from the
requirements in
Municipal Code

Applicable only to
Elected or Appointed
officials (“EAOs”)

Charter requirements
supplement NH Laws

Foster transparency, and
accountability

Training provided once
per year - attendance
reported to Chair of
Town Council and of
each Board/Committee

Current Ethics Committee Members

Member	Term Expiration
Donna Sytek - Chair	April 2026
Donna Loranger	April 2026
Kevin Breen	April 2028
Anthony Conte	April 2027
Marybeth Stramaglia - Vice Chair	April 2028

Ethics Committee Website

- ▶ Docs pertaining to complaints and advisory opinions
- ▶ Copy of training deck
- ▶ Video of training

[Ethics Committee | Salem, NH \(salemnh.gov\)](https://www.salemnh.gov)
(<https://www.salemnh.gov/857/Ethics-Committee>)

CHARTER - ARTICLE 6 (The “Deadly Sins”)

- ▶ Section 6.3.1 Conditions For Holding Office
 - IF FELONY CONVICTION WHILE IN OFFICE - forfeit office
 - NO DUAL SERVICE BY TOWN COUNCILORS (except as the Town Council rep to a committee/board)
 - NO TOWN EMPLOYEE MAY SERVE ON THE TOWN COUNCIL OR BUDGET COMMITTEE (except as approved elsewhere in Charter)
 - NO SIMULTANEOUS SERVICE ON ZBA AND PLANNING BOARD

CHARTER - ARTICLE 6 (cont.)

► Section 6.3.2 NO CONFLICTS OF INTEREST

- CONFLICT CAN BE DIRECT OR INDIRECT (THROUGH IMMEDIATE FAMILY)
- PERSONAL OR BUSINESS INTEREST IN AN ISSUE THAT MAY INFLUENCE PERFORMANCE OF YOUR DUTIES
- EMPLOYMENT INCOMPATIBLE WITH PERFORMANCE OF OFFICIAL DUTIES OR THAT WOULD IMPAIR INDEPENDENCE OF JUDGMENT
- NO APPEARANCE IN OFFICIAL CAPACITY ON BEHALF OF ANY PRIVATE INTEREST BROUGHT BEFORE THE TOWN (OK IF REPRESENTING CONSTITUENTS, BUT MAY NOT RECEIVE ANY GIFT OF COMPENSATION BASED ON OUTCOME)

► and Section 6.3.4 DUTY TO DISCLOSE CONFLICT

- CONFLICTS **MUST** BE DISCLOSED ON THE RECORD, ~~AND THE EAO~~ WITH CONFLICT SHOULD RECUSE THEMSELVES
 - FOR “MINOR” CONFLICTS, DISCLOSURE MAY SUFFICE
- IF RECUSING, MUST LEAVE THE ROOM OR SIT WITH MEMBERS OF PUBLIC (NO PARTICIPATION IN DELIBERATION OR VOTE)

Administrative vs. Quasi-Judicial Action

Administrative Actions

Broad policy decisions,
recommendation to another
board/Council approval/rejection of
routine requests

- ▶ Decision makers must be free of conflicts
- ▶ Decision makers don't need to be "indifferent" to the outcome
- ▶ NOTE: Decision invalidated if a conflict affects the vote

Quasi-Judicial Actions (Council/ZBA/Planning/ Ethics)

Decision affects rights of party(ies)
(Juror Standard applies)

- ▶ Decision makers notify and hear party(ies)
- ▶ Decision makers weigh facts presented
- ▶ Decision makers must all be **free from conflict and indifferent**
- ▶ NOTE: Decision invalidated if person with conflict participates

CHARTER - ARTICLE 6 (cont.)

- ▶ Section 6.3.5 NO UNFAIR PERSONAL USE OF TOWN PROPERTY
- ▶ Section 6.3.6 NO MISUSE OF CONFIDENTIAL INFORMATION
- ▶ Section 6.3.7 USE OF INFLUENCE
 - ▶ No attempt to use or threat to use influence to achieve a benefit.
- ▶ Section 6.3.8 NO IMPROPER GIFTS
 - ▶ > \$50 per year from any one source
 - ▶ > \$250 per year for tickets or admission to charitable/ceremonial events (and included meals)

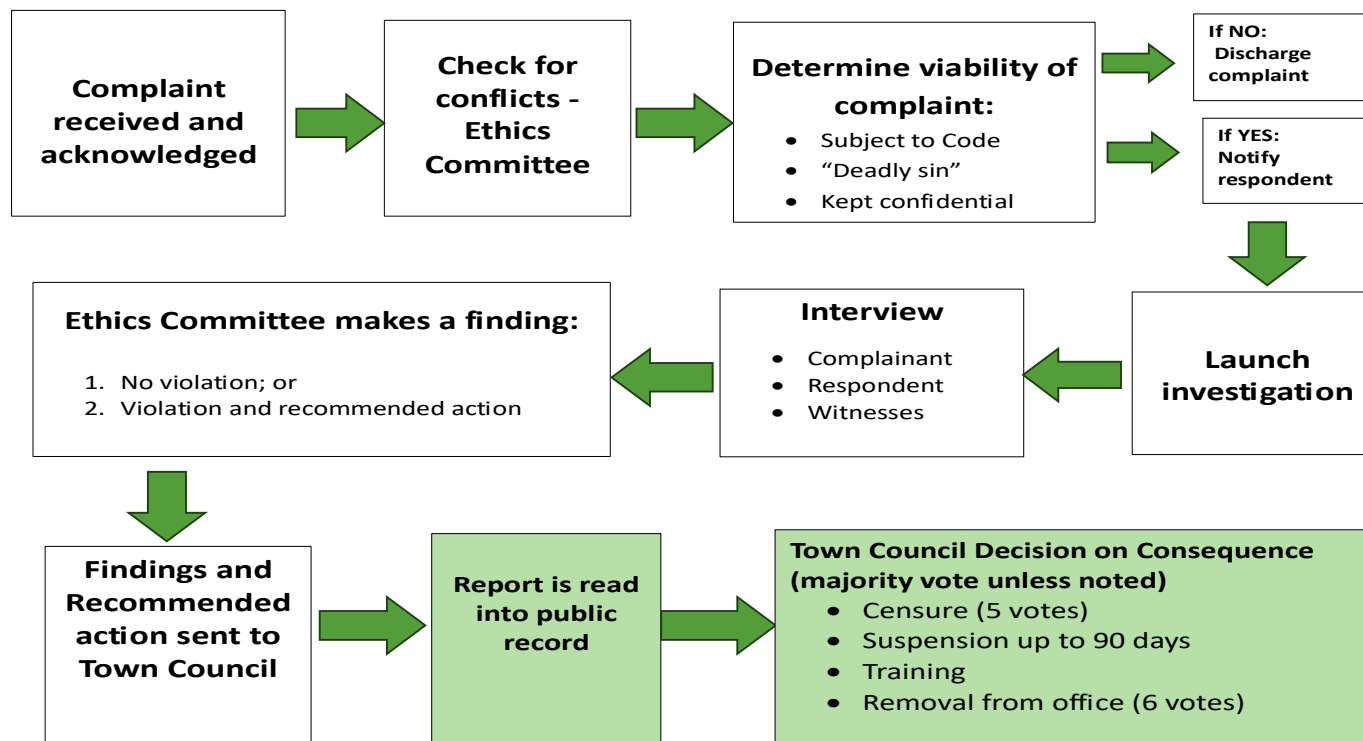
CHARTER - ARTICLE 6 (cont.)

- ▶ Section 6.3.9 NO FEES FOR PERFORMANCE OF DUTIES
- ▶ Section 6.3.10 DUTY TO COOPERATE IN ETHICS INVESTIGATIONS
- ▶ Section 6.3.11 FAIR AND EQUAL TREATMENT OF ALL PARTIES

CHARTER - ARTICLE 6 (cont.)

- ▶ Section 6.3.12 FUTURE EMPLOYMENT
 - ▶ WITH TOWN - NOT FOR 1 YEAR AFTER LEAVING OFFICE (ELECTED ONLY)
 - ▶ NO EAO MAY SEEK OR PROMISE TO ACCEPT EMPLOYMENT FROM PARTY APPEARING BEFORE YOUR COMMITTEE/BOARD
 - ▶ THIS PROHIBITION DOES NOT APPLY TO PAYMENT RECEIVED FROM THE TOWN FOR WORK AT THE POLLS DURING ANY LOCAL, STATE OR FEDERAL ELECTION

Complaint Process Flow and Committee's Role



Possible Consequences

Finding of no
violation

Training

Censure/Public
Reprimand (req.
5 votes of TC)

Suspension - up
to 90 days (no
specific vote
requirement)

Removal from
Office (req. 6
votes of TC)

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Questions?

To contact the Ethics Committee for
an advisory opinion:
Ethics_Committee@SalemNH.gov