

## Synthia Ravell

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**From:** Tom Hart <commissionerhart@gmail.com>  
**Sent:** Tuesday, September 29, 2020 2:16 PM  
**To:** Synthia Ravell  
**Subject:** FW: Board of Ethics Meetings Tonight

Sent from [Mail](#) for Windows 10

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**From:** [Synthia Ravell](#)  
**Sent:** Wednesday, September 23, 2020 8:45 AM  
**To:** [John Tabor \(johnktabor@gmail.com\)](#); [rgamester@comcast.net](#); [amwjcw@comcast.net](#); [Thomas Hart \(CommissionerHart@gmail.com\)](#)  
**Cc:** [Robert P. Sullivan](#)  
**Subject:** Board of Ethics Meetings Tonight

Good morning Chair and Members of the Board of Ethics,

As panelists, you should have received two notices yesterday afternoon. One notice is for the meeting at 6PM that is expected to go into non-public; the other notice is for 7PM for the public to join. Please have both of these notices handy for tonight's meetings; if you did not receive a notice, please let me know and I am happy to re-send to you.

At the direction of the City Attorney, below is the information on how the technology will work for this evening's two meetings:

**Tonight at 6PM** when Chair Tabor states he is ready to start the meeting, I will do my usual "going live in 3-2-1" (this cues Channel 22 to begin their recording/live). Chair begins the roll call and then someone will make the motion to go into non-public session, then someone will second the motion and the roll call vote by the Chair will affirm the meeting to go into non-public session. Once we have the affirmed vote I will remove any attendees of the public, if there are any public attendees at that time, and will come back on and let you know that the session is clear of the public and recording has stopped so that you can begin your non-public session. Legal Department's Staff Attorney, Trevor McCourt has been working with Bob on the legal research for your questions and he will be reporting to you during the non-public session. I will leave him on as an attendee and I will bring him on to the screen at such time as Chair Tabor states to bring him on.

**Tonight at 7PM** everyone will enter the second Zoom webinar link for the public session and we will begin as usual with Chair Tabor announcing we are ready to begin, I will state "going live in 3-2-1" to cue Channel 22, and then you can begin your public session.

Please feel free to contact me if you have any questions.

Thank you,

*Synthia M. Ravell*  
**City of Portsmouth**  
**1 Junkins Avenue**  
**Portsmouth, NH 03801**

**(603) 610-7204 (Direct Dial)**

**(603) 427-1577 (Fax)**

City Hall Hours: Monday, 8:00 a.m. – 6:00 p.m.; Tuesday – Thursday, 8:00 a.m. – 4:30 p.m.; and Friday, 8:00 a.m. – 1:00 p.m.  
(NOTE: If a holiday falls on a Monday, City Hall will be open until 6:00 p.m. on Tuesday)

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