

**Conflict of Interest Committee (COI)**  
**Meeting Minutes-PUBLIC**  
**December 13, 2023**  
**APPROVED**

**Roll Call**

Laura Flieder – Chair – Present

Kay Galloway – Vice Chair – Absent due to travel

Michele Hooper – Secretary – Absent due to illness

David Pancoast – Member – Present – Acting Secretary in Ms. Hooper's absence

Julie Marshall – Member – Present

**1. The meeting was called to order at 17:30 PM**

**2. The secretary called the roll**

See above.

**3. Approval of minutes from July 28, 2021 meeting**

The minutes of the 12/06/2023 meeting were not available and thus could not be read and approved.

**4. Committee Procedures**

Work continued on the procedures for conducting a hearing on a petition. Key findings/decisions:

- Although this is an internal document intended to add consistency to how hearings are conducted as well as to improve the transition and succession of future iterations of the Committee, it is not secret. As such the document, once finished, will be available to the public via the Conflict of Interest Committee section of the Town web site.
- Public's right to know: there was discussion regarding the three three phases to hearing a petition: (a) deciding if the petition has merit and is within the jurisdiction of the Committee [Nonpublic], (b) if yes to both, conducting the hearing [Public], and (c) delivering the results of the hearing [Public].
- Currently the COI Ordinance states that the hearing is **nonpublic**. This will require a change to the language of the Ordinance which requires a warrant article.
- The Chair took the action to incorporate this change into the warrant article currently in process.

**5. Web site issues**

Mr. Pancoast pointed out that if you go to the town web site and search on the phrase "conflict of interest ordinance", you get multiple results. The first and third results (links) take you to the old COI Ordinance. The second link takes you to the current version of the ordinance. The Chair took the action to address this with the Town Administrator.

**6. Nonpublic session**

At 18:40 Ms. Flieder moved that we enter a nonpublic session to consider petition 2023-02, currently before the Committee. Ms. Marshall seconded. Mr. Pancoast called the roll: Ms. Flieder: YES, Ms. Marshall: YES, Mr. Pancoast: YES. The motion passed 3/0.

**7. Next meeting**

January 3, 2024 at 17:30 in the Planning Board Conference Room at the Town Hall. The next meeting will be a hearing of the petition currently before the committee.

**8. Adjournment**

The meeting was adjourned at 19:21.

Respectfully submitted by David Pancoast