

Conflict of Interest Committee (COI)
Meeting Minutes
May 16, 2022

Members Present:

Christine Duerr – Chair

Laura Flieder – Vice Chair

Kay Galloway – Member

1. **The meeting was called to order at 12:05 pm.** Regrets were received from Michele Hoper and David Pancoast.
2. **A document:** Section VII – Procedures for submitting an alleged violation – was provided by Chair Christine Duerr.
3. **Update:**
During the summer, the Chair will be meeting with Town Administrator John Apple, and Assistant Town Administrator Andrea.
4. **Sources** for updated sections of the ordinance were shown to be NH RSA: 669:7 Incompatibility of Office Regulation and the Maine State Conflict of Interest law.
5. **The Purpose, policy, related policies, prohibited conduct, and violations of the ordinance** were reviewed and will be included in the annotated copy to be sent by Chris Duerr to Michele Hooper for insertion into the new policy.
6. The Committee also approved an additional statement: “On any petition that is withdrawn: If such a request is made, the committee shall complete an investigation pursuant to the procedures described in this ordinance.”
7. **Section VII:** Procedures for submitting an alleged violation were also reviewed and the changes will be sent to Michele Hooper by Chris Duerr.
8. Kay will forward her suggested changes to Chris Duerr.
9. **Exclusions:** The policies governing Gifts, Honorariums, and Expense Reimbursements were reviewed and tabled at today’s meeting to allow Chris time to speak with the Town Attorney, Sumner Kalman. The reference is NH Chapter 15-B.
10. **Next Meetings:** Friday, June 3, 12-2 and Wednesday, June 15, 12-2 pm.
11. **Adjournment:** The meeting was adjourned at 1:40pm.

Respectfully submitted:

Kay Galloway