

## **Conflict of Interest Committee (COI)**

### **Meeting Minutes**

**March 16, 2022**

#### **Members Present:**

Christine Duerr –Chair  
Laura Flieder – Vice Chair  
David Pancoast – Secretary  
Michele Hooper – Member  
Kay Galloway - Member

#### **Others Present:**

None

#### **1. The meeting was called to order at 3:30 PM**

#### **2. The secretary called the roll**

All members were present.

#### **3. Approval of minutes from December 1, 2021 meeting**

Ms. Flieder moved to approve the minutes from the December 1, 2021 meeting. Ms. Hooper seconded. The motion carried 4/0/1.

#### **4. Introducing Ms. Galloway**

The Chair introduced Ms. Kay Galloway who was elected to the committee at the Town Election. Ms. Galloway gave a short summary of her background and experience. The secretary took the action to update the COI tri-fold.

#### **5. Election of officers**

After a brief discussion during which each officer expressed their willingness to continue in their current roles, Ms. Flieder moved that we vote to maintain the current leadership. Michele seconded. There is no requirement that the committee leadership change each year. The motion carried 5/0.

#### **6. COI warrant articles**

The Chair discussed the impact of the two warrant articles, Article #2022-25 (Conflict of Interest Legal Line) and Article #2022-26 (Modify Conflict of Interest Ordinance) that were voted on in the town election March 8, 2022.

Article #2022-25 is of no consequence; it does not impact the operation of the committee.

Article #2022-26: The Conflict of Interest Ordinance has to be updated to reflect the revised language. Relative to that, the committee briefly discussed the entire ordinance and determined that the entire document should be reviewed in detail and updated and presented to the town for vote at the next election.

To that end, the committee will commence a series of working sessions. These sessions will be posted and open to the public as are all meetings of the committee. The goals of this effort include but are not limited to: review for compliance with current state law, remove redundant language, use consistent language, terminology and definitions, and improve readability and clarity.

#### **7. Committee Procedures – Informal**

The Chair mentioned being approached by citizen(s) of the town and asked if certain behavior constituted a conflict of interest. We reiterated that the committee cannot take any action on its own or respond to verbal inquiries. Any person in the town who has reason to believe a conflict of interest exists must complete the official form and mail it to the committee.

#### **8. Next meeting**

March 30, 2022 at 12:00 noon at the Kimball Library.

#### **9. Adjournment**

The meeting was adjourned.