

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

### **Meeting Minutes**

**March 30, 2022**

#### **Others Present:**

None

#### **Members Present:**

Christine Duerr –Chair

Laura Flieder – Vice Chair

David Pancoast – Secretary

Michele Hooper – Member

Kay Galloway - Member

#### **1. The meeting was called to order at 12:07 PM**

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

All members were present.

#### **3. Mr.Pancoast Resignation as Secretary**

Mr.Pancoast expressed his interest to resign as Secretary after two years in this position and nominated Ms.Hooper as his replacement. Ms.Hooper accepted the nomination. The Chair seconded the nomination. The motion carried 5/0.

#### **4. Approval of minutes from March 16, 2022 meeting**

Mr.Pancoast circulated a draft of the minutes from March 16, 2022 for all to review. Ms. Duerr moved to approve the minutes from the March 16, 2022 meeting. Ms. Hooper seconded. The motion carried 5/0.

#### **5. "Housekeeping" Items**

-The COI Ordinance as amended March 17, 2022 (as a result of Town vote in March), was distributed to all at the meeting. The Chair photocopied the amended version and left the extras at Town Hall.

-A calendar was distributed to all members to record upcoming vacations. This calendar will be maintained by the Secretary and updated from time-to-time for use of the committee only. The calendar will be used to manage meetings especially for urgent meetings requiring a quorum.

-The COI page on the Town website requires an update. Ms.Hooper circulated a print out of the site with proposed updates e.g. 2022 Meeting Minutes section needs to be added. A small revision was made and Ms.Hooper will communicate the changes to the Town Clerk. Ms.Hooper will be the point of contact to ensure the page is kept up-to-date going forward. The Town will be soliciting bids for a new page administrator and design, at which point the Committee will adjust its page as necessary.

-Succession Planning was raised as a point by Ms.Flieder. A request was made for each COI officer to document their role and responsibilities to facilitate a smooth transition to the next person in the position. Mr.Pancoast will document the Secretary role, Ms.Duerr her role as Chair and Ms.Flieder her role as Vice Chair.

-Mr.Pancoast raised the issue of amending the COI tri-fold document to reflect the change of the Secretary position. Ms.Hooper will make the changes and distribute copies at the next meeting.

#### **6. Review of COI Ordinance**

The Chair discussed the process for the review and revision of the COI Ordinance document. The COI Committee will work on the document over the course of several weeks to update it to accurately reference applicable RSAs, clarify language and recommend additions or changes to existing language. Working sessions will be open to the public. When the Committee has a good working DRAFT, a public forum will be held to solicit feedback and input from the community. Feedback and input will also be solicited from the BOS. The final draft will be reviewed by the NH Municipal Attorney prior to the Town Deliberative Session in 2023.

The Committee then entered into a working session to begin reviewing the COI Ordinance.

In the review, it was determined that two versions of the COI Ordinance existed and the March 2015 changes were not made to the current document in circulation. Ms.Hooper took the point to make the revision to the most recent version to ensure it is accurate.

Action items from the working session:

- Ms.Hooper will organize the document in an outline format with a table of contents as discussed and circulate it to Committee Members in MS Word format.
- Ms.Hooper will get the amended 2022 COI Ordinance with the 2015 amended corrected, to Ms.Duerr.
- Mr.Pancoast will work on revising Section I A to reflect the current organization of the COI Committee.
- Ms.Flieder will revise the Section Definitions before the next working session.
- Ms.Duerr will check with the Town Administrator and BOS point of contact to see if there is a Code of Conduct for Town Employees and Members & notify them that the 2015 amendment was missing from the COI Ordinance.

**7. Next meetings**

April 20, 2022 at 12:00 noon at the Kimball Library.

May 18, 2022 at 12:00 noon at the Kimball Library.

**8. Adjournment**

The meeting was adjourned.

Respectfully submitted by Michele Hooper