

Conflict of Interest Committee (COI)

Meeting Minutes

April 20, 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. Approval of minutes from March 30, 2022 meeting

Ms.Hooper circulated a draft of the minutes from March 30, 2022 for all to review. Ms. Flieder moved to approve the minutes with a minor spelling change from the March 30, 2022 meeting. Ms. Duerr seconded. The motion carried 5/0.

4. Discussion of new bill HB 108-Record Keeping for non-public sessions

Ms.Hooper circulated the copy of an email from Angela Wesson via Julianna Hale (Town Clerk) regarding the bill that went into effect January 1, 2022 requiring all public bodies to create and maintain a list of all non-public sessions for which the minutes were fully or partially sealed. This discussion was to make all Members aware of the new requirement. The list will be maintained by the Secretary. Ms.Duerr confirmed there have been no non-public sessions since January 1, 2022, therefore the COI Committee does not have anything to report. The same was communicated by Ms.Duerr to Ms.Wesson.

5. "Housekeeping" Items

-Ms.Duerr mentioned the current budget report for the Committee as being \$107.00

-Ms.Duerr had a discussion with the NH Municipal Attorney about the Committee's work to review and amend the COI Ordinance. The Attorney was surprised there has not been a thorough review since the Ordinance's inception in 1997 and suggested the Town implement a procedure to ensure regular reviews (more discussion below during Working Session (WS). Further advice was: Ensure Ordinance is current according to any new and existing RSAs, define and make clear the petition review process (how the Committee will review and respond to petitions), add review dates to ensure the Ordinance is reviewed on a recurring basis. The final version should go to the Town Attorney for review as the Committee had planned.

-Ms.Hooper is going to put together a draft schedule of the review process to ensure the committee stays on top of the dates. This schedule will be submitted to Members prior to the next meeting so that it can be finalized in the next working session.

-Ms.Duerr raised the point of continuing to assign pieces of the Ordinance to Committee Members to work on outside of our working sessions so that we can be more effective when in our working sessions. This will also allow time for members to do the associated research of the piece they are working on as their assignment.

6. Review of COI Ordinance

The Committee then entered into a Working Session to continue the review of the COI Ordinance. The Secretary will document key points raised during the Committee's Working Session to a) keep record of key findings and decisions and b) to keep the public informed of our progress.

The Committee reviewed and revised the Definitions section of the Ordinance based on the work of Ms.Flieder. It was noted that there has been a major error in the definition of Jurisdiction in section A, where it is mentioned "The PETITIONER is an entity with interest." Ms.Flieder pointed out that this should in fact be the RESPONDENT. The Committee also noted the point to define PETITIONER within the document.

Corrections made to capitalize and clarify all DEFINITIONS throughout the document.

Review moved to the former Section I Election of Conflict of Interest Committee based on the revisions made by Mr.Pancoast. The section was updated to reflect the current practices of the formation and organization of the Committee.

A section was added per the Attorney's advice for "Review Cycle for Conflict of Interest Ordinance." The Committee will recommend a regular time period in which the entire Ordinance will be reviewed and updated. E.g. Every two-three years.

Action items from the working session:

- Ms.Hooper will save the redline DRAFT to keep a record of changes, while providing a clean version (V3) to Committee Members with all changes made during the session accepted.

- Assignments were given as follows:

 - Ms.Galloway will work on Section 1. a.Declaration of Policy

 - Ms.Hooper will work on Sections 1. b & c - Purpose & Related Policies (if any).

 - Mr.Pancoast will work on Section 2. b & c -Investigatory Power and Procedures for Inquiries and Alleged Violations.

 - Ms.Galloway will work on Section 3 a. Member Conduct

 - Ms.Flieder will call the Town Attorney to discuss the definition of PETITIONER.

7. Next meetings

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

8. Adjournment

The meeting was adjourned.

Respectfully submitted by Michele Hooper