

Conflict of Interest Committee (COI)

Meeting Minutes

January 30, 2023

APPROVED

Members Present:

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

Others Present:

None

1. Call to order & attendance.

Meeting called to order at 12:30 PM. Roll called and all present.

Ms. Flieder participated remotely via Zoom. A vote was taken per RSA 91-1:2, III. All in favor- Yes. Motion passed.

Ms. Flieder could not physically be in attendance due to her travel out of state.

2. NEW- Housekeeping

New item added to agenda to manage the resignation of the current Chair of the Committee.

Ms. Flieder raised email from Christine Duerr with her resignation from the Committee.

Mr. Pancoast moved to accept the letter of resignation. Ms. Galloway seconded. All in favor- motion passed.

Discussion regarding interim Chair until election in March.

Ms. Galloway makes a motion that Ms. Flieder assume the interim Chair role. Mr. Pancoast seconded. All in favor- motion passed.

Ms. Hooper makes a motion that Ms. Galloway become the Vice Chair in the interim. Mr. Pancoast seconded. All in favor- motion passed.

Action Items:

Ms. Hooper to send email to Town Administrator and Board of Selectmen Liaison notifying them of changes.

Ms. Duerr requested to return keys to mailbox, filing cabinet as well as the Chair files.

3. ATK Fire Department COI Discussion

A draft letter to the Board of Selectmen and the January 28th, 2023 meeting minutes covering the ATK Fire Department COI Discussion and Petition 2023-01 were discussed.

Ms. Galloway made a motion to accept the draft letter with discussed changes of adding sentence to clarify fixed costs and ancillary fees in the contract. Mr. Pancoast seconded. All in favor- motion passed.

January 28th, 2023 COI Meeting Minutes were raised to approve. A copy of these minutes will accompany the letter to the BOS so that they have the details behind the COI decision. Ms. Galloway motions to accept draft circulated for approval with minor typographical corrections. Mr. Pancoast seconded. All in favor- motion passed.

Action Items:

Ms. Hooper to make corrections to Letter of Recommendation to Town Administrator and BOS Liaison regarding COI Recommendation on Petition 2023-01. Ms. Hooper to send via email and copy the Committee.

4. Deliberative Statement

A revised statement was circulated over the weekend based on discussion from previous meeting. The statement is a combined view representative of the entire Committee.

Ms. Galloway motions to accept the draft circulated, with names of Committee members added. Ms. Hooper seconded. All in favor- motion passed.

Mr. Pancoast will read the statement as discussed. Ms. Hooper and Ms. Galloway also plan to be at the Deliberative session to support the Warrant Article being proposed by the Committee.

Action Items:

Ms. Hooper to amend statement and send to the Town Moderator with Town Administrator on copy.

5. Petition 2022-01

Letter to close out Petition 2022-01 signed by Committee Members present.

Petition 2022-01 is closed and sealed.

Action Items:

Ms. Hooper to mail letter for the Committee.

6. Approval of Prior Meeting Minutes

Aug 29, 2022 Non-Public (Revised)

Mr. Pancoast moves to approve. Ms. Galloway seconded. All in favor- motion passed.

Oct 19, 2022 Public

Mr. Pancoast moves to approve. Ms. Galloway seconded. All in favor- motion passed.

Oct 19, 2022 Non-Public

Mr. Pancoast moves to approve. Ms. Galloway seconded. All in favor- motion passed.

Jan 3, 2023 Public

Ms. Galloway moves to approve. Ms. Flieder seconded. Mr. Pancoast- Abstain (Absent for meeting). All in favor- motion passed.

Jan 28, 2023 (approved above)

Meeting minutes are now all up-to-date and non-public recommended format from State implemented.

Action Items:

Ms. Hooper to send approved minutes to Assistant Town Administrator to post to the Town web page.

Ms. Hooper to file sealed minutes and log when keys to the file cabinet are returned from the former Chair.

7. Next Meeting

March 20, 2023. 4 PM. Location TBD

8. Adjournment

The meeting was adjourned at 1:28 PM.

Respectfully submitted by Michele Hooper