

NOTICE OF MEETING

**Conflict of Interest Committee (COI)
Meeting Minutes
May 31, 2023 9:00 AM PUBLIC
Location Town Hall
APPROVED**

Members

Laura Flieder- Chair
Kay Galloway- Vice Chair
Michele Hooper- Secretary
Julie Marshall- Member

David Pancoast-Member (Absent)

Other Attendees

None

1. Call to order and attendance.
Meeting called to order at 5:00 PM.
In attendance L.Flieder, M.Hooper, K.Galloway & J.Marshall
D.Pancoast is absent.
2. Approval of prior meeting minutes May 9th Public session.
Approval of minutes from May 9th, 2023:
Ms. Flieder requested addition of the clarification of the BOS making the clarifications of the policies. Corrected “consul” to “counsel.”
Ms. Galloway moved to approve the minutes as amended. Ms. Hooper seconded. The motion passed 4/0.
3. **Discussion of COI Ordinance Section 1 (d) COMPENSATION**
Ms. Wesson reached out to the Chair and relayed COI would not be necessary at the BOS meeting regarding the subject of compensation. A memo was forwarded from the Town Clerk Re: Revenue Item- Officiating Weddings at Town Hall. COI to read on our own.

COI Ordinance Section 2 (a) VACANCIES

Current Ordinance is that if a Member resigns mid-term, COI Committee can appoint someone to be in the position until the end of the term NOT the next election. This preserves the staggered terms but does not allow for the Town Residents to elect during the next election cycle.

Ms. Hooper makes a motion to put the correction to the former “appoint only until the next election cycle” on the next ballot in 2024. Ms. Flieder seconds the motion. The motion passed 4/0.

4. **Working Session-** documentation of internal procedures and process for Petition hearings and outcomes. Committee would like clarification on Petition and hearing procedures including what is made public versus non-public. Through a series of meetings Committee will work on an internal procedures document and will work on it in a combined document on our shared drive. Sections to be addressed as follows:

Internal Procedures Document Proposed Outline

- A. Meetings Cadence
 - a. Public
 - b. Non-Public
- B. Role Duties (Michele)
 - a. Chair
 - b. Vice-Chair
 - c. Secretary
- C. Petition Proceedings
 - a. Timing
 - b. Public v Non-Public
 - c. Hearing Procedures (Laura)
 - d. Communications

5. Other business – none.

6. Next Meeting Tentatively November 1, 5:00 PM.

7. Adjournment

Ms. Hooper moved to adjourn, Mr. Pancoast seconded. Motion passed 4/0. Meeting adjourned at 6:20.

Respectfully submitted by: Michele Hooper