

MEETING MINUTES

Conflict of Interest Committee (COI)

Meeting Agenda

May 9, 2023 9:00 AM

Location Town Hall

Approved

Members

Laura Flieder- Chair

Kay Galloway- Vice Chair

Michele Hooper- Secretary

David Pancoast- Member

Julie Marshall- Member

Other Attendees

Juliana Hale

Angela Wesson

1. Call to order and attendance.

Meeting called to order at 9:13.

In attendance L.Flieder, M.Hooper, D.Pancoast & J.Marshall.

Guests: J.Hale and A.Wesson.

K.Galloway joins meeting at 9:24.

2. Guest Juliana Hale

- a. COI Ordinance Section 1 (d) COMPENSATION

Subject is marrying individuals during the process of issuing marriage licenses, etc. Currently there are no processes or policies around it and clarification is necessary. In COI mentions no "person" should accept compensation for services on property. There are only two people in Town Hall who are JPs. JPs sign bench warrants for Police, for example. Do not charge for this. In the past Juliana took money and tracked it as revenue. Then stopped practice so there is no confusion. Can also be people from other towns and do not require an appointment. Were recommending a non-Member to officiate weddings and accepting a \$100 fee.

-Question raised due to "person" being used in Compensation definition of the Ordinance, if another person (non-Member) can receive compensation on Town property.

- Question raised against solemnizing- \$5 provided to JP for performing service- is that part of the \$100 compensation? Town Administrator will confer with Town Counsel on this point of law.

-Is the receipt of the \$100 compensation going to the Town if a Member perform ceremony. Require clarification of the Policy on this.

Ms. Hooper excused herself from the meeting at 10:00 am.
Mr. Pancoast assumed the duties of Secretary in her absence.

Actions: COI Committee to discuss and form a recommendation for clarification of the Policy for the BOS- and present and discuss at BOS Meeting on May 15, 2023.

Ms. Wesson took the action item to confer with Town Counsel regarding compensation and will get back to the committee regarding same.

Ms. Wesson took the action item to get on the Select Board agenda.

Clarification is needed from BOS regarding phrase "town property" as it pertains to the Town Hall and its environs. Specifically, is there a difference between inside the building proper versus the grounds, i.e. the pond, when it comes to performing marriages?

b. COI Ordinance Section 2 (a) VACANCIES

COI Ordinance section 2a, **Vacancies**, strike the phrase "out the remainder of the term" and replace it with "until the next town election at which time the voters of the town shall then elect a candidate for the balance of the unexpired term or the full term as the case may be as determined by the Town Clerk."

Actions: COI will need to run this language by Town Counsel. We need to determine if this has to be a warrant article (we think it does) on the 2024 ballot.

3. Approval of prior meeting minutes March 20th Public session.
Approval of minutes from 20-March: Mr. Pancoast moved to delete the phrase NON-PUBLIC. Ms. Galloway seconded. The motion passed 4/0. Ms. Flieder moved to approve the minutes as amended. Mr. Pancoast seconded. The motion passed 4/0.
4. Working Session – work on documentation of internal procedures and process for Petition hearings and outcomes.
Ms. Flieder gave Ms. Marshall some background on the objectives and tasks re: the working session and then tabled that item until the next meeting.
5. Other business – none.
6. Next Meeting TBD.
7. Adjournment
Dave moved to adjourn, Kay seconded. Motion passed 4/0. Meeting adjourned at 10:38.

Respectfully submitted by: Michele Hooper & Dave Pancoast