

NOTICE OF MEETING

**Conflict of Interest Committee (COI)
Meeting Minutes
September 27, 2023 5:15 PM PUBLIC
Location Kimball Library
APPROVED**

Members

Laura Flieder- Chair
Kay Galloway- Vice Chair
Michele Hooper- Secretary
Julie Marshall- Member (absent)
David Pancoast-Member

Other Attendees

None

1. Call to order and attendance.
Meeting called to order at 5:15 PM.
In attendance L.Flieder, M.Hooper, K.Galloway & D.Pancoast
J.Marshall: Absent for illness.
2. Approval of prior meeting minutes May 31, 2023 Public session.
Ms. Galloway moved to approve the May minutes. Ms. Hooper seconded. The motion passed 4/0.
Approval of minutes from August 29, 2023 Public session. Amend to include Respectfully submitted by: Laura Flieder
Ms. Galloway moved to approve the August minutes as amended. Ms. Hooper seconded. The motion passed 4/0.
3. Follow up:
 - a) COI Ordinance Section 1 (d) COMPENSATION
Selectman have created a Policy to address this, no further action needed from COI.
 - b) COI Ordinance Section 2 (a) VACANCIES
Action: We need to update the Ordinance and create a Warrant article and submit to Town Hall ASAP. Ms. Hooper will make the change and submit within the week.
4. Working Session – work on documentation of internal procedures and process for Petition hearings and outcomes
 - 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. New Rules regarding sealing minutes.

State has put a 10 year cap on sealing minutes. There is a caveat to be able to extend if you review right before the cap expires.

Need to have a Policy in place that covers how they will be reviewed and determine if cap needs to be extended.

Action: We have 10 years from Oct 3, 2023 to review currently sealed minutes. Ms. Flieder and Ms. Galloway will start next week to review the extent of what is in there from previous boards. We will add all sealed minutes to the Non-Public Minutes Disposition. The Disposition will be kept in the Committee Google Drive and a hard copy will be kept in the file cabinet. Committee will review yearly for Minutes that need to be reviewed before unsealing. This will be documented in Committee Procedures.

6. Other business – none.

7. Next Meeting Tentatively

8. Adjournment

Ms. Hooper moved to adjourn, Ms. Flieder seconded. Motion passed 4/0. Meeting adjourned at 6:10.

Respectfully submitted by: Michele Hooper