

NOTICE OF MEETING

Conflict of Interest Committee (COI)

Meeting Minutes

Dec 6, 2023 5:15 PM PUBLIC

Location Town Hall

APPROVED

Members

Laura Flieder- Chair

Michele Hooper- Secretary

Julie Marshall- Member

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, D.Pancoast & J.Marshall
K.Galloway is absent due to travel.
2. Approval of prior meeting minutes Nov 1, 2023 Public session.
Approval of minutes from Sept 27, 2023:
Ms.Flieder moved to approve the minutes. Ms.Marshall seconded. The motion passed 4/0.
Ms.Hooper made note that although the committee went into a non-public session pursuant to HB-321, to clean up files for the Committee, there were no minutes from the session as a result of the work.
3. **Working Session**

Work on documentation of internal procedures and processes for Petition hearings and outcomes.

Mr. Pancoast has submitted a document for review of the Committee, "Conducting a Hearing on a Petition." Committee enters discussion on the document.

The Committee is creating documentation for procedures as there is no clear cut method today for the Committee to conduct a hearing. The documentation will also include the roles on the committee and duties of each member.
4. **Follow-Up**
 - a.) Warrant Article
 - How we fill a vacancy and how long the appointee is in place
 - COI Ordinance Section 1 (d) COMPENSATION; do we need to update language to reflect Policy set by BOS?

b.) Review new Statute for sealing non-public meeting minutes.

5. Non-Public Session

RSA 91-A:3, II (c) Reputation: Ms.Flieder makes motion to go non-public; Mr.Pancoast seconds the motion. 4/0. Motion passes.

6. Back to Public 7:00 pm

-Committee spent a working session during non-public reviewing old records to ensure we make minutes available to the public if they are unsealed. The files are a bit disorganized and we have organized by year and marked un-sealed.

There are no non-public meeting minutes.

7. Next Meeting will be December 13, 2023.

8. Adjournment

Mr.Pancoast moved to adjourn, Ms. Flieder seconded. Motion passed 4/0. Meeting adjourned at 7:03 PM.

Respectfully submitted by: Michele Hooper