

Conflict of Interest Committee (COI)
Meeting Minutes
PUBLIC
January 3, 2024
DRAFT

Members Present:

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

Others Present:

1. Call to Order & Attendance. 5:02

All Present

Ms. Galloway motions to allow Ms. Hooper to attend via phone as she is traveling. Ms. Marshall seconds the motion. Motion passes, Ms. Hooper can attend via phone.

2. Housekeeping

Approval of public and non-public meeting minutes from meetings held December 6, 2023 and December 13, 2023.

Mr. Pancoast makes a motion to approve public meeting minutes for December 6th with changes and Ms. Marshall seconds the motion. Ms. Galloway abstains as she was absent from both meetings. 4- Yes, 1-Abstain.

Changes: change current petition number to 2023-02. Change next meeting date in the notes to reflect December 13th.

Mr. Pancoast makes a motion to approve non-public meeting minutes for December 6th with changes and Ms. Marshall seconds the motion. Ms. Galloway abstains as she was absent from both meetings. 4- Yes, 1-Abstain.

Changes: change current petition number to 2023-02.

Ms. Hooper makes a motion to approve public meeting minutes for December 13th with changes and Ms. Flieder seconds the motion. Ms. Galloway abstains as she was absent from both meetings. 4- Yes, 1-Abstain.

Changes: change current petition number to 2023-02.

Ms. Hooper makes a motion to approve non-public meeting minutes for December 13th with changes and Ms. Flieder seconds the motion. Ms. Galloway abstains as she was absent from both meetings. 4- Yes, 1-Abstain.

Changes: change current petition number to 2023-02 & format the non-public meeting minutes to new format with the correct motion to seal the minutes for 10 years.

Discussion to change ordinance to hold hearings in public. Last year when the Ordinance was modified by Warrant Article, the Committee added a section related to hearing to clarify that hearings would be non-public. The Committee has changes its stance and now would like to have hearings be public once the Committee determines a Petition has merit and if the Committee has jurisdiction in the matter.

Mr. Pancoast makes a motion to create a Warrant Article to change hearings to be public if the Committee finds the Petition to have Merit and if the Committee has jurisdiction. Ms. Marshall seconds the motion. 5- Yes. Motion passes.

File Clean-up- Ms. Hooper continues to work on past meeting minutes to ensure non-public meeting minutes are correctly sealed and maintained. Ms. Hooper presented the new **Disposition Log,** which will be posted on the Committee web site for approval. Committee needs to locate non-public meeting minutes from April 6, 2021, which were not in the electronic file presented to Ms. Hooper.

3. The Committee enters into a non-public session at 5:28 PM; citing RSA 91-A:3,II (c)

4. The committee comes out of the non-public session at 7:42.

5. NEXT STEPS

ACTION: Ms. Flieder to write recommendation to BOS based on findings of the hearing.

ACTION: Ms. Hooper to upload DRAFT meeting minutes to shared drive tonight Jan 3rd.

ACTION: Ms. Flieder to transfer keys to mailbox to Ms. Galloway and file cabinet to Mr. Pancoast.

ACTION- Ms. Hooper to create Warrant Article reflecting earlier to vote to make hearings public; so Laura can get it to Angela Wesson by Friday.

6. Next Meeting

None

7. Adjournment

The meeting was adjourned at 7:53 PM.

Respectfully submitted by Michele Hooper