

## **Conflict of Interest Committee (COI)**

### **Meeting Minutes**

**July 1, 2022**

#### **Members Present:**

Christine Duerr –Chair  
Laura Flieder – Vice Chair  
David Pancoast – Secretary  
Michele Hooper – Member  
Kay Galloway - Member

#### **Others Present:**

None

#### **1. The meeting was called to order at 4:03 PM**

#### **2. The secretary called the roll**

All members were present.

#### **3. Approval of minutes from April 20 & May 16th, 2022 meetings.**

Ms.Hooper circulated a draft of the minutes from April 20, 2022 and May 16, 2022 for all to review. Mr.Pancoast moved to approve the minutes for April and Ms.Duerr seconded. Motion carried 5/0.

Motion made by Ms.Galloway to approve the meeting minutes from May 16, 2022 with minor changes from President to Chair. Motion carried 3, yes and 2 abstain.

#### **4. "Housekeeping" Items**

Nothing of note.

#### **5. Review of COI Ordinance**

The Committee then entered into a Working Session to continue the review of the COI Ordinance. The Secretary will document key points raised during the Committee's Working Session to a) keep record of key findings and decisions and b) to keep the public informed of our progress.

Mr.Pancoast left the meeting at 6:10 pm. Remaining members finished reviewing the document for final changes.

Ms. Hooper made a motion to make the draft the final version with Ms.Hooper to make the final changes submitted by the Town Clerk. Ms.Galloway seconded. 4/0 Motion carries.

#### **Action Items:**

-Ms.Hooper to finalize the draft copy and send to all Members.

-Ms.Duerr will circulate copies to:

Beth Cacciotti, Selectmen and COI Committee liaison.

John Apple, Town Administrator

Angela Wasson, Assistant Town Administrator

Once their review is completed, a copy will be circulated to the Town Attorney.

There will be no scheduled meetings in July or August unless a petition is submitted for review.

The Committee will reconvene in September.

6. **Next Meeting**

TBD

7. **Adjournment**

The meeting was adjourned.

Respectfully submitted by Michele Hooper