

Conflict of Interest Committee (COI)
Meeting Minutes
09-February, 2021

Members Present:

Leon Artus - Chair
Christine Duerr – Vice Chair
David Pancoast - Secretary
Carl Anderson

Others Present:

None

1. The meeting was called to order by Leon Artus at 4:01 PM

2. Right to Know Compliance during state of emergency

Leon read aloud the checklist ensuring the meeting was compliant with the Right to Know law during the State of Emergency as a result of the COVID-19 pandemic.

3. Review of agenda

Leon distributed and reviewed the revised agenda for tonight's meeting.

4. Review and approval of minutes from previous meeting

The minutes from the 20-January, 2020 meeting were reviewed and approved. 4/0

5. Introduction of new member

Carl Anderson was elected to the COI committee during the 10-March, 2020 town election. This is the first COI Committee meeting since that election.

6. COI email box

Leon distributed instructions for accessing the COI email inbox. Since access to the inbox is restricted to committee members, the procedures were not publicly discussed.

7. Member contact information

Leon distributed a list of contact information for members.

8. Procedures

Leon distributed copies of the Procedure for Receiving a Petition and the Procedure for Hearings on Petitions. The Conflict of Interest Petition form is available to citizens from the Conflict of Interest literature rack in the Town Hall or by visiting the Conflict of Interest page of the town's web site: <http://www.town-atkinsonnh.com/index.html>

9. Recruitment of additional members

Leon discussed the need for additional members. The committee currently is one member short. Both Christine and Leon indicated they had potential candidates in mind.

10. Increasing awareness of the existence and role of the COI committee

There was a general discussion of the need to increase the public's awareness of the existence of and the role of the COI committee. Christine agreed to take the action item of creating a short video that could be presented to other town committees and posted on the Conflict of Interest page of the town's web site. David agreed to take the action item of contacting the town administrator to see if a short statement regarding the role of the Conflict of Interest committee could be included in the administrator's newsletter.

11. Revision dates on COI documents

Leon and Carl produced multiple versions of the Conflict of Interest tri-fold. It was noted that without revision dates, it is difficult if not impossible to determine which is the current document. David took the action item to put revision dates in the footers of all COI documents.

12. Mysterious sealed COI document

When Leon was going through the committee's file cabinet he discovered a sealed manila envelope from 2001. David moved and Christine seconded a motion to open said envelope. The motion carried 4/0.

13. Non-public session

Not knowing anything about the contents of the sealed envelope, a motion was made to enter a non-public session. Carl moved and Leon seconded. The motion carried 4/0. The committee entered a non-public session at 5:05 PM.

14. Return to public session

David moved that the committee return to public session. Carl seconded. The motion carried 4/0 and at 5:25PM the committee returned to public session.

15. Contents of envelope

The envelope contained a Conflict of Interest Petition dated 12-March, 2001 on which no action was taken. Since the petitioner is deceased, a motion was entertained to file the petition with the rest of the committee records from 2001. David so moved and Carl seconded. The motion carried 4/0.

16. Correspondence

There was no correspondence.

17. Budget

Leon reported on attempt to add money to for the Conflict of Interest Committee to the FY2021 town budget. This was unsuccessful. Leon took the action item to work with the Budget Committee regarding the FY2022 town budget.

18. New business

Carl took the action item to reach out to the New Hampshire Municipal Association for resources pertaining to ethics and conflict of interest matters as they relate to town government.

19. Next meeting

TBD after town election.

20. The meeting was adjourned at 5:43 PM

Respectfully submitted by David Pancoast