

Conflict of Interest Committee (COI)

Meeting Minutes

25-February, 2021

Members Present:

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

Others Present:

Jay Davey

1. **The meeting was called to order by Leon Artus at 9:00 AM**

2. **The secretary called the roll**

3. **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.

4. **Review of agenda**

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

5. **Review and approval of minutes from previous meeting**

The minutes from the 09-February, 2021 meeting were reviewed and approved. 3/0

6. **Appointment of a fifth member**

Whether or not to appoint Jay Davey as the fifth member of the COI committee was discussed. Christine knows of another person who has expressed interest in serving. That person's name is Laura Flieder. David moved to defer appointment of a fifth member until the committee could meet and talk to Laura. The motion was seconded and a vote was taken. The motion passed 2/1 with Leon dissenting.

7. **Review and revision of COI documents**

Christine gave some proposed edits and revisions of the COI tri-fold to the secretary. These will be incorporated into the document and a revised draft will be distributed to the members for review.

8. **Timely distribution of Conflict of Interest petitions to committee members**

A motion was made to distribute petitions to the members as they are received rather than wait until the next scheduled committee meeting. The motion was seconded and carried 3/0.

9. **Budget**

Leon took the action item to submit a request to the Board of Selectmen that money be allocated to the committee's budget for legal services.

10. **Receipt of Conflict of Interest petition**

The committee has received a petition form from a citizen.

11. **Non-public session**

David moved that the committee enter a non-public session. The motion was seconded and carried 3/0. The committee entered a non-public session at approx. 9:30 AM. The committee recessed to a remote location.

12. **Return to public session**

David moved that the committee return to public session. The motion was seconded and carried 3/0. At 12:08 PM the committee returned to public session.

13. **Acceptance of the petition**

The committee determined that the petition is within the jurisdiction of the committee. A motion was made to accept the petition. The motion was seconded and carried 3/0.

15. Non-public session – investigation

In accordance with the procedures for receiving a petition, the committee discussed proceeding with the investigation of the petition. A motion was made to return to non-public session. The motion was seconded and carried 3/0. The committee resumed non-public session at 12:32 PM and recessed to a remote location.

16. Return to public session

The committee returned to public session at 1:45 PM.

17. Continuing investigation and next meeting

The committee discussed the need for additional time for investigation. David moved that the committee reconvene on Monday, March 1st at 9:00 AM to continue investigating the petition. At that time the committee will again enter non-public session. The motion was seconded and carried 3/0.

18. Next meeting

01-March, 2021 at 9:00

19. The meeting was adjourned at 1:45 PM

Respectfully submitted by David Pancoast