

**Conflict of Interest Committee (COI)**  
**Meeting Minutes**  
**March 8, 2021**

**Members Present:**

Leon Artus – Chair  
Christine Duerr – Vice Chair  
David Pancoast – Secretary  
Carl Anderson – Member  
Laura Flieder – Member

**Others Present:**

None

**1. The meeting was called to order by Leon Artus at 3:02 PM**

**2. The secretary called the roll**

**3. Review of agenda**

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

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

The minutes from the March 1, 2021 meeting were reviewed. Laura moved to approved them; Chris seconded and the minutes were approved 5/0.

**5. Sealing records**

Chris made a motion to seal the records pertaining to Case # 2021\_01 to protect the privacy of the complainant and the alleged violator(s). Laura seconded the motion. Discussion was then held regarding the procedure for sealing records and what should be included. Consensus was reached that the records to be sealed include but are not necessarily limited to (a) the original petition and attachments, (b) the minutes of the nonpublic session(s), and (c) associated correspondence. The secretary called the roll and the motion carried 5/0.

**6. Review and revision of procedures**

Laura and Chris took the action item to review, revise and document the procedures related to receiving and hearing petitions and complaints. These will be presented at a future meeting TBD for discussion, review and adoption.

**7. Nonpublic session**

Leon moved that we enter nonpublic session to address Case # 2021\_02. Chris seconded. The secretary called the roll and the motion carried 5/0. The committee went into nonpublic session at approx. 3:40 PM and recessed to a remote location.

**8. Specific statutory reason cited as foundation for the nonpublic session**

RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board...

**9. Return to public session**

The committee returned to public session at 5:44 PM.

**10. Disposition of the petition**

Having reviewed the evidence related to Case # 2021\_02, the Chair entertained a motion to decide whether the COI Committee has jurisdiction. Carl moved that the committee does have jurisdiction. Chris seconded. The secretary called the roll and the motion carried 5/0.

The Chair entertained a motion to decide whether Case # 2021\_02 has merit. David moved that the complaint does not have merit. Chris seconded. The secretary called the roll and the motion carried 5/0.

**11. Sealing records**

Laura made a motion to seal the records pertaining to Case # 2021\_02 to protect the privacy of the complainant and the alleged violator(s). Leon seconded the motion. The secretary called the roll and the motion carried 5/0.

**12. New business**

Leon recommended that each of us watch the video of a Conflict of Interest seminar that was presented to the town by the State on June 22, 2015. This video can be found on the Town's website under Videos, Special Meetings and Events. The video is on page 5 of the Special Meetings and Events "album".

**13. Next meeting**

TBD

**14. Adjournment**

Laura moved to adjourn. David seconded. The motion was carried 5/0 and the meeting was adjourned at 5:52 PM.

Respectfully submitted by David Pancoast