

Conflict of Interest Committee (COI)
Meeting Minutes
December 1, 2021

Members Present:

Christine Duerr –Chair
Laura Flieder – Vice Chair
David Pancoast – Secretary
Leon Artus – Member (remote, via phone)
Michele Hooper – Member

Others Present:

1. The meeting was called to order at 3:30 PM

2. Remote attendance

Mr. Artus was experiencing COVID-like symptoms and out of an abundance of caution, request that he be allowed to attend remotely, via phone. This was acceptable to the rest of the committee.

3. The secretary called the roll

All members were present.

4. Approval of minutes from July 28, 2021 meeting

Ms. Flieder moved to approve the minutes from the July 19, 2021 meeting. Ms. Hooper seconded. The secretary called the roll. The Chair: YES, Ms. Flieder: YES, Mr. Pancoast: YES, Ms. Hooper: YES, Mr. Artus: Abstain. The motion carried 4/0/1.

5. Introducing Ms. Hooper

The Chair introduced Ms. Hooper who was appointed as the newest member of the committee. Ms. Hooper gave a short summary of her background and experience.

6. Rules of conduct

The Chair read the Guidelines for Meetings.

7. Committee Procedures

The latest draft of the Conflict of Interest Committee Procedures was reviewed and discussed. The text regarding where meetings notices will be posted was discussed and clarified. The Chair moved to approve the Procedures with changes. Mr. Pancoast seconded. The Secretary called the roll. The Chair: YES, Ms. Flieder: YES, Mr. Pancoast: YES, Ms. Hooper: YES, Mr. Artus: NO. The motion carried 4/1.

8. Committee Procedures – Internal

The procedure for when a person filling a vacant position has to appear on the town ballot for election was discussed. The discussion was hampered by poor communication via the conference call. The Chair moved to approve the document. Ms. Hooper seconded. The Secretary called the roll. The Chair: YES, Ms. Flieder: YES, Mr. Pancoast: YES, Ms. Hooper: YES, Mr. Artus: NO. The motion carried 4/1.

9. COI Tri-fold

The latest draft of the Conflict of Interest Committee tri-fold was discussed. The paragraph about submitting a request for information was deleted. Mr. Pancoast moved to approve the document as amended. The Chair seconded. The Secretary called the roll. The Chair: YES, Ms. Flieder: YES, Mr. Pancoast: YES, Ms. Hooper: YES, Mr. Artus: YES. The motion carried 5/0.

10. COI budget

The Chair announced that the Conflict of Interest Committee budget for the next fiscal year has been approved.

11. Next meeting

TBD

12. Adjournment

The meeting was adjourned.

Respectfully submitted by David Pancoast