

## NOTICE OF MEETING

**Conflict of Interest Committee (COI)**  
**Meeting Minutes**  
**Nov 1, 2023 5:15 PM PUBLIC**  
**Location Town Hall**  
**APPROVED**

### **Members**

Laura Flieder- Chair  
Michele Hooper- Secretary  
Julie Marshall- Member  
David Pancoast-Member

### **Other Attendees**

None

1. Call to order and attendance.  
Meeting called to order at 5:27 PM.  
In attendance L.Flieder, M.Hooper, D.Pancoast & J.Marshall  
K.Galloway is absent due to travel.
2. Approval of prior meeting minutes Sept 27th Public session.  
Approval of minutes from Sept 27, 2023:  
Mr.Pancoast moved to approve the minutes. Ms. Flieder seconded. The motion passed 4/0.
3. **Working Session**  
  
Work on documentation of internal procedures and process for Petition hearings and outcomes.
  - Make sure everyone has access to Google Drive and working documents.
  - Review of outline of the Procedures DRAFT document
4. **Follow-Up**
  - a. Review new statute regarding sealing non-public meeting minutes
    - There is a new statute as for when meeting minutes that are sealed are made public. As part of the new statute we need to review all meeting minutes in the file to unseal and make public.*
    - Past files not sealed or not sealed correctly. Some of the petitioners or Respondents have passed and others are still members of the Town community.
5. **Non-Public Session**  
**91a32 Reputation: Ms.Flider makes motion to go non-public; Mr.Pancoast seconds. 4/0.**  
**Motion passes.**

**6. Committee goes back to Public Session 7:00 pm**

-Committee spent working session during non-public reviewing old records to ensure we make minutes available to the public if they are unsealed. The files are a bit disorganized and we have organized by year and marked un-sealed.

There are no non-public meeting minutes.

**7. Next Meeting will be end of November/beginning of December.**

**8. Adjournment**

Mr.Pancoast moved to adjourn, Ms. Flieder seconded. Motion passed 4/0. Meeting adjourned at 7:03.

Respectfully submitted by: Michele Hooper