



CITY OF DOVER

ETHICS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Monday, September 9, 2024**
Meeting Time: **6:30 p.m.**

1. CALL TO ORDER

The meeting was called to order at **6:30**

2. ATTENDANCE

Present: Allan Krans, Matt Keane, Marion Cheney, Charles Carey, and James Fieseher
Also Present: Deputy City Attorney Jennifer Perez

3. ELECTION OF OFFICERS

AK volunteered for the position of Chair – Unanimous vote to APPROVE
MC volunteered for the position of Vice Chair – Unanimous vote to APPROVE

4. APPROVAL OF MINUTES – July 15, 2023

Motion to approve: MC
Seconded: MK
Vote: Unanimous APPROVE

5. GENERAL DISCUSSION

James Fieseher introduced himself as the newest member.

a. Revision of the operating rules

AK – offered the redlined version of the Operating Rules. Discussed the addition of Article V § I relating to complaint hearing procedures with the proposal to include a review of all other provisions of the ethics code in the event that during the course of the hearing facts are discovered implicate other provisions not complained. Also included on the redlines is an update to the edition of Roberts Rules.

JF – Commented on older versions and questioned if there were any major changes.

JP – unsure on the changes within the newest edition

AK – mentioned that Roberts Rules is long standing and a relatively small number of editions.

Motion to Approve: AK
Seconded: MK
Vote: Unanimous APPROVE



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To be sent to City Council for final approval.

b. Reaching out to other city boards

AK – opened discussion on an annual/ regular review of Ethics obligations to other boards similar to the City Council. Presented an idea to attend a meeting with other boards presenting scenarios to walk through core ethics issues such as conflicts and monetary gifts. Presented sample scenario and opened discussion.

MK – mentioned that most volunteers may not know the specifics of their ethical obligations and likes the idea. Questioned how the process would work – potentially divide and conquer by Ethics Committee members. Questioned how many committees the City has and suggested prioritizing based on which boards are most likely to draw a complaint due to higher visibility.

General consensus was agreement with this proposed process.

AK – turned to the mock scenario and discussed a graduated list of recommendations the committee could submit to the City Council and highlighted areas where facts could lead to other sections of the code not complained.

Open discussion on the facts of the mock scenario including how to advise the boards on ways to manage this type of scenario and best practices regarding ethical obligations.

JF and MK – both inquired about specific process and limits on what the committee could do / investigate in the hearing.

JP – will send the code provisions that outline the process of receiving and hearing a complaint.

AK – the ethics committee will be chasing facts throughout the complaint/ hearing process and has the ability to give a conclusion/ opinion clearly stating findings.

MK – left meeting

Open discussion on how the committee could or may find if the mock scenario was presented to them.

AK – began discussion on code and charter as the areas of ethical obligation highlighting the difference between both the charter and the code – broad v. specific



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provisions. Discussed the limitations of the ethics committee such as not reviewing employee actions even though employees are still bound by the same provisions.

MC – proposed next steps as determining which other boards to reach out to and focus on

AK – suggested the quasi-judicial boards such as the Planning, Zoning, and the DUC

MC – questioned about the School Board

AK – will look into the School Board question

c. Reaching out to other communities

JF – asked what this would entail

AK – Referred to the prior meeting talking about Portsmouth and Rochester cases and potentially reaching out to see how they handled complaints and building relations with surrounding communities.

MC – asked if this would be within Strafford County only

AK – would be centered within the seacoast

6. BUILD AGENDA FOR NEXT MEETING

Next meeting date: TBD

Potential agenda items to be e-mailed to JP

7. ADJOURN

Motion: MC

Seconded: CC

Vote: Unanimous APPROVE

Adjourned at 7:20