



CITY OF DOVER

ETHICS COMMITTEE MINUTES

Meeting Type: **Regular Meeting**
Meeting Location: **City Hall, First Floor Conference Room**
Meeting Date: **Monday, July 15, 2024**
Meeting Time: **6:30 p.m.**

1. CALL TO ORDER

The meeting was called to order at **6:40**

2. ATTENDANCE

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

3. APPROVAL OF MINUTES – May 8, 2023

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

4. VACANCIES

There is currently one regular vacancy as well as options for alternates. JP will reach out to the City Clerk for the appointment to fill the vacancy.

AK – knows of two interested citizens and directed them to the City Clerk. Questioned about having alternates appointed and what the allowed participation would be.

JP – explained that for any complaints the commission received alternates would not be able to participate unless they were filling in as a member. Alternates would be allowed to attend any regular meetings the commission held but would not be able to vote.

AK – discussed the requirement for staggered terms and mentioned the current commission didn't appear to be staggered. Proposed a future discussion on creating the staggered terms.

MC – mentioned her term is up and a desire to continue as a member. JP will reach out to the City Clerk about renewing appointment.

5. GENERAL DISCUSSION

a. Outreach to other Committees

MK – discussed potentially reaching out to other communities depending on specific needs. Mentioned other communities have previously reached out for discussion on creating an ethics board.



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AK – mentioned on reaching out to other boards within the City

MK – questioned the extent of the commission’s involvement with other committees.

AK – explained the board covers elected or appointed officials and other committees would be appointed

Discussion on a potential refresher to other boards:

MC – discussed open forum or open discussion format

AK – mentioned with a new City Council in the orientation the City Attorney’s office presents an ethics portion and suggests using the same format to bring to other boards. MC supports as this will show a consistent message. AK will work to see if the City Council orientation is recorded and potentially reorient to be only the ethics portion.

MC – asked if it is still possible to have an in-person option.

AK – suggested its still a possibility to get on other board’s agendas

MK – suggested to include a video portion and an in-person Q&A

b. Use of City e-mail

JP – explained the preference for using the city email as that is the one on the website for citizens to reach out as well as keeping personal and city accounts separate and NH Right to Know laws.

MC – asked how to access the city emails

JP – will work on a guide/step-by-step direction to access city emails

AK – reiterated to the group that there should be absolutely no discussion on board matters via email because that would violate RSA 91A

MK – suggested to treat as a receive only account and leave discussion for meetings except if responding to a citizen.

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c. Ethics events in surrounding communities

City of Portsmouth – James Hewitt

JP – gave overview of the case

AK – mentioned that in Portsmouth the hearing was at the City Council level and mentioned that this commission is advisory and asked if the Dover City Council would also have a hearing.

JP – explained that if the commission were to find a violation and submit that report to the council, the council would follow their own procedures to decide if they want to hold a hearing and what the next steps would be.

AK – emphasized that this is an advisory board and the City Council can make their own decision potentially going against the board’s findings.

City of Portsmouth – Councilor Kennedy

JP – gave overview of the case

General discussion about the case, particularly how this is an example where a City Council went against the ethics report.

City of Rochester – Councilor Rice

JP – gave overview of the case.

General discussion on the process used in Rochester and the differences in Dover.

General Discussion

MK – mentioned that there was recent discussion about a Dover City Councilor’s property development and stated for awareness it could potentially come before the commission

AK – discussed the last complaint the commission reviewed and stated before that there were no complaints since 2007. Mentioned having Channel 22 partially helped as it is harder to be unethical on TV.

Discussion on Officers – AK to continue as Chair until the vacancy has been filled.



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AK – questioned if the board was limited to reviewing only the provision mentioned in a complaint or if they could review the entire ethics code.

JP – could not immediately find a provision that would prevent a review of the entire ethics code – mentioned the current operating rules that the board could review.

AK – suggested a review and update of the operating rules and to look into allowing a review of the entire ethics code for all complaints.

6. BUILD AGENDA FOR NEXT MEETING

Next meeting – September 9, 2024 at 6:30

Topics of discussion:

Revision of the operating rules

Reaching out to other city boards

Reaching out to other communities

Any other topics that members would like to have added to be sent to JP for inclusion.

7. ADJOURN

Motion: MK

Seconded: MC

Unanimous – adjourn at 7:40