

CITY OF DOVER

ETHICS COMMISSION MINUTES

Meeting Type: Regular Meeting
Meeting Location: First Floor Conference Room, City Hall
Meeting Date: Friday, July 10, 2026
Meeting Time: 1:00 p.m.

1. CALL TO ORDER

The meeting was called to order at 1:02 pm

2. ATTENDANCE

Present: Allan Krans (AK), Matt Keane (MK), Marion Cheney (MC), and Jennifer Perez, Deputy City Attorney

Absent: Jim Fieseher and Michele Holt-Shannon

3. APPROVAL OF MINUTES: February 2, 2026

Motion was made to Move to Approve April 10, 2026 draft minutes (AK)

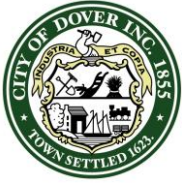
Second MC

Vote: All in favor

Vote: Pass Unanimous

4. DISCUSSION ON ETHICS PAMPHLET

Allan Krans reviewed the one-page document which he states is an example of what is being suggested. The suggestion is the Commission delivers information from the Ethics Commission to other Committee's in the city monthly by sending an email to the members of six (6) committees – City Council, School Board, Planning Board, the Zoning Board, the Conservation Committee and the Dover Utilities Commission. These six in our opinion, are most likely to have ethical issues. These committees are the ones that make decisions about residents' lives, unlike the other committees in the city that are advisory ones. He also discussed the comments regarding the first draft of the pamphlet by Matt Keane about whether or not the Ethics Commission was sacrificing its neutrality with hypotheticals. This document talks about the process of the ethics commission, where do you file it, ordinances, etc. Matt Keane had questions about how the email would work if committee members had general questions or specific questions about an ordinance? Would monthly email give context of what the email is actually about? Is there a way to send these emails to the six committees straight from the Ethics Commission or would it be from one member of the Ethics Commission? As Chairman, Matt Keane could send from his city email per Attorney Perez. MK and MC both approve of the format. All agreed that the subject would need to be something "catchy" so that recipients open the emails to actually read them.



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Attorney Perez suggested that if this first draft is going to move forward, schedule a second meeting with more formalized outline template on how to work through the email that will introduce these monthly emails to the committees.

Matt Keene suggested scheduling a second meeting August 20 at 1pm. Legal will send a placeholder calendar date.

5. GENERAL DISCUSSION

Allan Krans asked if the Clerk (or someone) could update the Ethics Commission page – Michelle Holt-Shannon has not been added, and to add an alternate to the committee. Attorney Perez said that the city could appoint three (3) alternates to the committee.

6. ADJOURN

Motion: MC
Second: AK
Vote: Pass Unanimous
Adjourned at 1:27 pm