

Conflict of Interest Committee (COI)

Meeting Minutes

Thursday, August 20th, 2026

4:00 PM Kimball Library

DRAFT

Members

Christine Duerr- Vice Chair

Ray Lipfert – Secretary

Kayla Gallagher – Member

Timothy Streeter – Member

1. Meeting Starts at 4:00 PM

2. Roll Call

3. Approve Meeting Minutes from 3-30-2026

- Kayla Gallagher motions to approve minutes, seconded by Ray Lipfert.
- VOTE: Approved unanimously (4-0)

4. Review amended SFC contract as per Board of Selectmen's request and determine recommendation or next steps

- The conversation starts off with discussions of whether this is a petition or not, and if we have the ability or power to determine if this matter is a conflict of interest, based on the power given to us through the ordinance.
- We determine that since this is only a recommendation it is not considered an official action, but only the official opinion of the conflict of interest committee.
- VOTE: The committee unanimously adopts this stance on the matter (4-0).

The committee then moves on to review all relevant information that is accessible to our members. Including such documents as:

- The 2023 SFC proposal for third-party review
- The 2026 SFC proposal for engineering services
- The profile page of SFC President Jeffery Murphy (dated 8/20/2026)

- The 2023 recommendation to the board of selectmen by the conflict of interest committee at the time of the 2023 contract proposal
- the conflict of interests committee meeting minutes of January 28th 2023

After reviewing this information, and the subsequent debate, the committee decides to go ahead with the following request (worded exactly as below to points of contact considered relevant)

“The Conflict-of-Interest Committee has determined, after reviewing all of the relevant information available to us, that we require additional information to determine the potential of a conflict of interest.

We request a meeting with the following, Chief Andrew Murphy of the Fire Department, the board of selectmen liaison to the fire department, and town administrator John Apple to gather information that either needs clarification or that has been lost since the past COIC reviewed this topic in 2023.

These Questions Include:

- A request for the documentation on the selection/bid process
- If there was a bid process who selected the SFC?
- Who determines the as needed additional “services beyond” listed in the contract in section “Phase D, General Consulting.” Also available on page 8 in the terms. Is that the board of selectmen or the Fire Chief?
- Is any of the Murphy family a shareholder in the SFC company and in any manner make direct or indirect financial gain off this specific contract?
- Is SFC president Jeffrey Murphy still a volunteer firefighter?
- As Andrew Murphy participated in any of the discussions related to the SFC?

We have three dates currently available, if None of these days work please reach out to the committee.

Monday August 24th, 5:00 PM

Wednesday August 26th, 5:00 PM

Monday August 31st, 5:00 PM”

6. Plan for Next Meeting if needed

The next meeting is to be determined based on the response to the request made above

7. Meeting Ends 6:13 PM

Respectfully Submitted,

Ray Lipfert, Secretary