



Town of Brookfield  
267 Wentworth Road  
Brookfield, N.H. 03872

## **Conflict of Interest Policy**

### **Prohibited Conduct**

Participating in prohibited conduct constitutes conflict of interest with the Town.

A. It is in violation of this policy for any official of town government to:

1. In his or her official capacity: approve or vote upon any matter in which he or she or any family member has personal financial interests or quid pro quo, and known conflicts that may exist between the official or town government and his or her family members.
2. Knowingly enter into any discussion, testimony, or deliberation without first publicly and for the record, stating all personal financial interests or quid pro quo, and known conflicts that may exist between said official of town government and his or her family members.
3. Knowingly participate in the conduct of business of the town without disclosing all known conflicts of interest.
4. Knowingly using town property or labor for personal use.
5. Knowingly use town property or labor to unfairly influence the political cause of any candidate for public office or any political party.
6. Use any proprietary information acquired through or by virtue of his or her official position for his or her pecuniary benefit or for the pecuniary benefit of any other person or business. This does not apply to information available to the general public.
7. Otherwise than provided by law for the proper discharge of his or her official duties, directly or indirectly request or receive any compensation from anyone other than the town in relation to any particular matter in which the town is a party or has a direct and substantial interest.
8. Otherwise than provided by law for the proper discharge of his or her official duties directly promise or offer compensation as referred to in the policy.
9. Knowingly accept a gift with a value in excess of ten dollars (\$10) or allow acceptance of such a gift by a family member from any individual, group, or corporation knowingly dealing with an area of town government in which the official of town government has an interest or jurisdiction. This does not apply to gifts from family members.
10. Knowingly give false information concerning interests and known conflicts.

11. Knowingly sign a purchase order, contract or document where there is a pecuniary interest with the vendor(s) or supplier(s).
12. Knowingly fail to cooperate with the investigating authority – the Board of Selectmen or Town Attorney in the investigation of any complaint alleging a violation of the tenets of this policy. However, this does not apply to someone who chooses to take the Fifth Amendment to avoid incriminating themselves.
13. Knowingly, without merit or cause, file a petition alleging a violation of this policy, to cause harm to an Official's reputation.

- B. Officials of Town Government, whose compensation is paid in whole or in part from the town treasury, shall not appear in his or her official capacity on behalf of a private interest before any town board. Selectmen, however, may appear without compensation or favor, on behalf of constituents or in the performance of public or civic obligations.
- C. Officials of Town Government, whose compensation is paid in whole or in part from the town treasury, shall not represent private interests, other than his or her own, in any actions or proceedings against the interest of the town in any litigation to which the town is a party.

#### **Petition Process**

If a person alleges that a Town Official has violated the Town of Brookfield Conflict of Interest Policy, adopted 10/4, 2022, the person must complete a Petition of Alleged Violation form and must submit it to the Brookfield Selectmen. If the violation is within the jurisdiction of the Selectmen's authority, the Petitioner and the Respondent shall be notified to meet with the Selectmen in a non-public session. The petitioner and or the respondent will be requested to attend this meeting and will be required to provide evidence and or pertinent information relating to the alleged violation(s).

It is in violation of the Town of Brookfield's Conflict of Interest Policy, to knowingly, without merit or cause, to file a petition alleging a violation of this Policy to cause harm to an Official's reputation.

**ADOPTED BY THE TOWN OF BROOKFIELD**

10/4/2022  
**Date**

  
**Richard Surette**

  
**Rich Zacher**

  
**Brian Robischeau**