Town of Manchester

**1-27     Conflict of Interest**

(1)        Definition. Conflict of interest for a Town employee, officer or appointee shall mean a direct or indirect personal or pecuniary (financial) interest of such employee, officer or appointee, his or her spouse or close relative, household member, business associate, employer or employee, in the outcome of a decision, cause, proceeding, application or any other matter pending before a Town employee, officer or appointee. For the purposes of this section, a close relative includes domestic partner or co-habitant, parent, stepparent, grandparent, child, stepchild, grandchild, sibling, aunt, uncle, niece or nephew, parent-in-law, sibling-in-law and other relatives within two degrees of consanguinity. A Conflict of Interest shall not arise in a case that the employee, officer or appointee has a personal or pecuniary interest in the outcome no greater than that of other persons generally affected by the decision. The Town Manager or the chair of the appropriate board or commission, shall be authorized to determine whether an individual should be considered disqualified with respect to any particular matter based on this section.

(2)        All employees (including full time employees, Police Department union employees, Fire Department employees, part-time employees, seasonal employees and employees of the Town Clerk’s Office), and appointed and elected board and commission members shall be disqualified from participating as a representative of the Town in the decision-making process if he or she has a conflict of interest, as defined in the paragraph entitled “Definition,” in a matter under consideration. Such persons shall submit a written statement or make a verbal statement that includes a brief explanation of the conflict. The statement shall be entered into or attached to the minutes or retained by the Town Manager.

(3)        Full time employees, including Police Department union employees, part-time and seasonal employees, shall not personally or through any member of his or her household, business associate, employer or employee represent, appear for, or negotiate in a private capacity on behalf of any person or organization in any decision, cause, proceeding, application or other matter pending before the employee if he or she has a conflict of interest, as defined in subsection 1 of this section, in a matter under consideration unless waived by the Town Manager.

(4)        No official action of the Town of Manchester shall be voidable or void as a result of the participation of a “disqualified” person under this section if the action otherwise conformed to applicable law. However, the disqualified person may be subject to appropriate discipline, up to and including removal or dismissal, for violations of this section.

(5)        The enforcing authority for this section shall be the Municipal Compliance Officer, who shall confer with the Town Manager whenever a Town employee, except the Town Manager, may have violated this section; and the Selectboard whenever an appointed or elected official or the Town Manager may have violated this section.

(6)        A violation of this section shall be considered a Second Degree civil violation.

**1-28     Enforcement**

The Municipal Compliance Officer is hereby designated as the enforcement authority of this Chapter.