



CITY OF CONCORD

New Hampshire's Main Street™

REPORT TO THE MAYOR AND CITY COUNCIL

From: Jennifer Kretovic, Chair of the Rules Committee
Date: October 20, 2025
Subject: Adoption of a Financial Interest Disclosure Form

RECOMMENDATION

Accept this report.

BACKGROUND AND DISCUSSION

Over the last few years, the City Council's Rules Committee has been reviewing whether to recommend the use of a Financial Interest Disclosure Form to be completed by certain elected officials and officers. The Financial Interest Disclosure Form would assist such individuals with identifying potential conflicts of interest, and would also help increase transparency to the extent that there are any questions regarding a member's business or employment relationships.

The Rules Committee voted on October 6, 2025 to recommend the adoption of the attached Financial Interest Disclosure Form. The following provides information about the proposed form:

1. The Form is Optional

The use of this Financial Interest Disclosure Form would be optional. The failure of an official or officer to complete and/or update the Financial Interest Disclosure Form would not be considered a violation of the Code of Ethics. The Rules Committee determined that it is most appropriate to keep this form optional because of the potential burden it could impose on volunteer members of boards and commissions to constantly ensure that the information is accurate and updated.

The Rules Committee felt that, while optional, the creation of a Financial Interest Disclosure Form would still be a valuable tool because it will assist elected officials and officers to understand and identify potential conflicts of interests, and also to provide the public with specific information regarding the financial interests of elected officials and members of certain quasi-judicial boards in order to yield greater transparency in government.

2. Employment and Business Relationship Information

Second, the Financial Interest Disclosure Form requests information regarding the employment and business relationships of the elected officials and officers, as well as their family members. The request to disclose employment and business information about family members is consistent with the Code of Ethics, which requires recusal when a decision would affect the financial interests or employment of the officer or elected official's family members.

3. Applicability and Procedure

Lastly, the Financial Interest Disclosure Form only applies to members of City Council, and members of the Zoning Board of Adjustment, Planning Board, Board of Assessors, Conservation Commission, Building Board of Appeals and Heritage Commission. Those boards and committees were chosen because they are local land use boards as defined by RSA 672:7 and/or have quasi-judicial functions (meaning they hear testimony and make decisions or recommendations regarding their regulatory powers).

It is proposed that the Clerk's office will send the form to all members of the above-referenced public bodies, and thereafter to members when they are elected or appointed (including re-elections and re-appointments). The members will be able to update the form as needed by contacting the Clerk's Office. The completed and returned forms will be maintained in the Clerk's Office as a public record.