

**Appointments Committee Recommendations February, 2015**

The Appointments Committee (Councilors Grennon, MacAuslan, Walsh) met on February 11 to discuss how to better encourage citizen engagement, note taking practices, and board/commission new member orientations. The following sections will provide background and Committee recommendations for each:

**1. Review of Appointments process and discussion of further encouragement of citizen engagement:**

- A. New icon on town website that will allow citizens to email Council members directly. The icon should be bold and obvious. "Tell us what's on your mind."
- B. Continue w/Courier ads and Council meeting announcements of openings.
- C. Ask resigning board/commission members to make recommendations for potential members.
- D. Consider setting up neighborhood meetings for 2 council members to visit to meet & greet, give updates on Council activities and receive input from citizens. Councilor Walsh will put together a brief sample agenda.

**2. Discussion of note taking best practices:**

NOTE: the following applies to boards/committees *other than* Planning Board, ZBA, or any other board or official involving conditional approval or denial of an application, license, permit, etc. The town hires minute takers for the planning and zoning boards, and board of assessment review if needed. No change is proposed to note taking for Planning Board, Board of Assessment Review, and ZBA.

Generally speaking, Maine Freedom of Access Act (FOAA) requires a "record" of most meetings, but the record needs to include only the time, date, and place of the meeting, board members present and absent, and all motions and votes taken, by individual member if by roll call. There are no legal requirements for "minutes" or a narrative of comments or discussion. Members of the public are permitted to record board meetings.

- A. Council should provide boards/committees with a template (samples attached) to be distributed for use by boards and committees.
- B. Staff person or designee is preferred for note-taking and is responsible for their preservation/administration. Meeting minutes should not be taken by the chair.

**3. Discussion of board and commission new member orientations**

- A. The committee recommends that this year the board/committee chairs, in conjunction with the Council liaison for each board/committee provide new member orientation. The orientation should provide new members with an overview of responsibilities, strategic plan review, and future direction if possible. Expectations of decorum and committee participation expectations should be

provided. In addition, new members should be provided with "best practices" and a template for meeting minutes, agendas, and legal requirements.

B. In upcoming years, the Committee recommends the Council chair ask committees and boards for a set of Goals and Objectives for the coming year, such goals/objectives to be provided to the Council by September for Council review (and possible incorporation into Council goals/objectives) to assist the Committee with interviewing potential candidates.

C. The Committee also recommends that in upcoming years the Council consider appointing a subcommittee to review the charges, goals/objectives, and operating procedures of boards and commission to ensure community-wide coordination and alignment of direction.

D. The Committee recommends the Council request Manager McGovern and Town Clerk Debra Lane to develop an organizational chart which includes boards and commissions and their relationships to the Council and to the Town.

# [Meeting Title]

## MINUTES

DATE:

TIME:

TYPE OF MEETING	
CHAIR	
NOTE TAKER	
ATTENDEES AND ABSENCES	

### Agenda topics

1. TIME ALLOTTED:

AGENDA ITEM:

PRESENTER:

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2. TIME ALLOTTED

AGENDA ITEM:

PRESENTER:

DISCUSSION		
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

3. TIME ALLOTTED

AGENDA ITEM:

PRESENTER:

DISCUSSION		
CONCLUSIONS		

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

[TIME ALLOTTED]

[TOPIC]

[PRESENTER]

DISCUSSION

CONCLUSIONS

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

OTHER NOTES

MEETING ADJOURNED: