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				
NOTE TAKER				
ATTENDEES AND ABSENCES				
agenda topics		DD705	NTED	
. TIME ALLOTTED:	AGENDA ITEM:	PRESE.	PRESENTER:	
DISCUSSION				
CONCLUSIONS	an mananan na mananan na ananan da manan da man	and a militar so it in a margarita di antana di manda di manda di manda di manda di antana di antana di antana	مناه معناه المساورة و مناه المساورة و المراد المساورة المساورة المساورة المساورة المساورة المساورة المساورة ال	
and the Vallan Pro describing the land of the Control of the Contr	ratheim dela dela del Nachalada and dela Nachalada (Nachalada Reference dela dela dela dela dela dela dela del	halanan kan ang taon ka kan kan kan kan kan kan kan kan kan	o one of the second section and the second section and the second section sect	
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE	
			<u></u>	
. TIME ALLOTTED	AGENDA ITEM:	PRESE	ENTER:	
HARCES PERSON PROPERTURE OF THE OWNER	AGENDA ITEM:	PRESE	ENTER:	
2. TIME ALLOTTED DISCUSSION	AGENDA ITEM:		ENTER:	
HARCES PERSON PROPERTURE OF THE OWNER	AGENDA ITEM:		ENTER:	
HARCES PERSON PROPERTURE OF THE OWNER	AGENDA ITEM:		ENTER:	
DISCUSSION	AGENDA ITEM:		ENTER:	
DISCUSSION	AGENDA ITEM: AG		ENTER:	
DISCUSSION CONCLUSIONS Particular programment in the management of the control		PERSON RESPONSIBLE		
DISCUSSION CONCLUSIONS ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE	
DISCUSSION CONCLUSIONS ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE	
DISCUSSION CONCLUSIONS ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE	
DISCUSSION CONCLUSIONS ACTION ITEMS		PERSON RESPONSIBLE	THE ADLINE	
DISCUSSION CONCLUSIONS ACTION ITEMS 3. TIME ALLOTTED DISCUSSION		PRESI PRESI PRESI PRESI PRESI	THE ADLINE	

ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE	
		:		
[TIME ALLOTTED]	[TOPIC]	[PRESENTER]		
DISCUSSION.	0.9 ± 0.013 , 0.08 consists a set the considerable actions are commutations as a ratio the	merimmen meneral meneral meneral meneral sekeran en sekeral sekeral sekeran besteker (1994 et es sekeran beste Sekeran sekeran sekeran sekeran sekeran sekeran sekeran sekeran besteker (1994 et es sekeran besteker (1994 e		
:				
tamma aa	ana aka ka siina aha atina atina ah ing taga ng ababbasanti, a ka taga 1966 1966 at a 1971 atin	e di Control di Contro		
CONCLUSIONS				
ACTION ITEMS	. 11.235. Fuel conservation to the transfer conservation to the second conservation of the second conservation to the second cons	PERSON RESPONSIBLE	DEADLINE	
OTHER NOTES		undere kandad aleman ada palam kati teletikan kifi maha kiti katalah dalah teletikan kifi kita dalah kifi kita Katalah katalah dalah kifi kifi kifi kifi kifi katalah kifi kifi kifi kifi kifi kifi kifi kif	Tip II for the charles of the market had a part on a man and part of the second section and an analysis of the	

MEETING ADJOURNED: