

**TOWN OF CAPE ELIZABETH
MEETING NOTES**

MEETING: Appointments Committee
DATE: Wednesday, February 11, 2015 (rescheduled from 1/14/2015)
TIME: 6:00 p.m.
PLACE: Jordan Conference Room, Town Hall

Welcome

Molly MacAuslan, Appointments Committee Chair opened the meeting at 6:00 p.m.

Present

Appointments Committee
Councilor Patricia Grennon
Councilor James Walsh

Debra Lane, Town Clerk & Committee Staff

Public Comment

None

1. Review of public participation rules for appointments committee meetings.

Moved by Councilor Grennon and Seconded by Councilor Walsh to approve the Appointments Committee rules for public participation as presented. See below.
(3 yes) (0 no)

Committee discussed public right to know laws. Although there are disclosures on the website that application information provided to the town is public (in most instances), it was decided to add a disclaimer to appointments applications.

Action – Debra will add the disclaimer to appointments applications.

2. Review of appointments process and discussion of further encouragement of citizen engagement.

Councilor Walsh offered the suggestion for neighborhood meetings. This outreach by the council is to obtain feedback from citizens and encourage public participation. Two councilors would be assigned to each meeting of which one serves as chair.

Although the forum is meant to be informal, an agenda of key topics will be provided to start the conversation. Citizens are welcome to bring up topics not included on the agenda.

Action – Councilor Walsh will provide a draft agenda.

Action – Recommendation to Town Council to set up neighborhood meetings that will provide the opportunity for:

- Providing feedback to the council – How are we doing? What are citizens' priorities and goals? What direction do you see the town moving toward?
- Letting citizens know of the opportunities to get involved and how to apply through the appointments process.
- Introducing the new mediation program for local disputes.

All citizens will be invited and encouraged to attend. If a citizen lives in an area not specifically identified they are welcome to attend any neighborhood meeting.

Some possible neighborhoods to reach out to:

Brentwood/Elizabeth Park

Oakhurst/Shore Road

Olde Colony Lane/Lawson Road/Shore Road

Stonegate/Belfield/Cranbrook/Mitchell Road

Trundy Point

Southern End (Fowler, Broad Cove, Two Lights)

Cross Hill/Elizabeth Farms/Sawyer Rd./Wells Rd./Spurwink Ave.

Action – Debra will look into the possibility of having a large and bold icon placed on the town's website homepage as a quick and easy way to email the town council rather than having to go to the council or contact us page.

The committee discussed appointments to boards and commissions. In addition to advertising openings, the appointments committee could reach out to members leaving boards and asking for replacement suggestions.

The committee suggests a review of goals, objectives and standard operating procedures of all boards and commissions. Are boards working efficiently? Are volunteers time well-spent and well-managed? Should some of the boards meet quarterly?

Survey

The committee talked about whether to recommend a survey to obtain feedback from residents. It was a consensus of the committee they would not support the expenditure of funds on a survey at this time. There are several ways citizens are encouraged to contact the council. New options include the icon on the website and neighborhood meetings. All intended to improve on the communications strategy.

Action – Recommend a town council subcommittee to review the goals, objectives and meeting schedule of boards and commissions.

3. Discussion of note taking best practices.

Councilor MacAuslan provided sample meeting agendas, notes/minutes and best practice note taking.

Debra provided an excel spreadsheet of current boards and commissions and who creates/distributes agendas and takes/distributes minutes and samples of the agendas and minutes.

Action – Recommendation to Town Council

- Board staff to be responsible to ensure agendas and minutes are distributed and posted in a timely manner and to the appropriate parties.
- Minutes are to be taken by someone other than the chair of a committee or board, and, preferably by the staff or his/her designee. Note: 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.
- In order to assure ease of use, numbered lines are requested to be used for minutes. See zoning board minutes for an example.

4. Discussion of board and commission new member orientations.

Action – Recommendation to Town Council

- Revise board and commission orientation process beginning next January.
- Hold an orientation for board and commission chairmen at the beginning of the year (January or February) to disseminate meeting standards and board expectations.
- Explain goals, strategy, decorum and committee expectations.
- Provide a template and samples of agendas and minutes and legal requirements.
- Send town council goals to boards and commissions.
- Request boards and commissions to provide the Council with their goals for the upcoming year in September. This will help the appointments committee when interviewing potential new members and the council when adopting its goals for the following year.
- Whenever possible, a member of the Appointments Committee should conduct exit interviews with outgoing board members to better understand committee/board needs and opportunities.

Actions

Request Michael McGovern and Debra Lane to develop an organizational chart which includes boards and commissions and their relationships to the Council and to the Town.

Councilor MacAuslan will speak with Chairman Ray regarding council review of action items in March.

Public Comment
None

Adjournment

Moved by Councilor Grennon and Seconded by Councilor Walsh to adjourn the workshop at 7:55 p.m.

Respectfully Submitted

Debra M. Lane, Town Clerk

Approved Item #1

Public Participation

The intent of this policy is to allow for public participation by interested parties and to provide for orderly committee deliberation.

Speaking on topics on the regular meeting agenda

After the public comment period has been opened, any person wishing to address the Appointments Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation, if the affiliation is relevant, prior to making other comments. All remarks should be addressed to the Appointments Committee. Comments shall be limited to three minutes per person; however, the time may be extended by majority vote of the Appointments Committee members present. The time for public comments is limited to 15 minutes per agenda item. This time may be extended by a majority vote of the Appointments Committee members present. The chair may decline to recognize any person who has already spoken on the same agenda item and may call on speakers in a manner so as to balance debate. Once the Appointments Committee has begun its deliberations on an item, no person shall be permitted to address the Appointments Committee on such item.

Speaking on topics not on the regular Appointments Committee meeting agenda

Persons wishing to address the Appointments Committee on an issue or concern local in nature, not appearing on the agenda, may do so at a regular Appointments Committee meeting during any public comment period. Any person wishing to address the Appointments Committee shall signify a desire to speak by raising his or her hand. When recognized by the chair, the speaker shall give his or her name and address or name and local affiliation. Comments in each comment period shall be limited to three minutes per person and 15 minutes total; however, the time may be extended by a majority vote of the Appointments Committee members present.

Decorum

Persons present at Appointments Committee meetings shall not applaud or otherwise express approval or disapproval of any statements made or actions taken at such meeting. Persons at Appointments Committee

meetings may only address the Appointments Committee after being recognized by the chair.