

**TOWN OF CAPE ELIZABETH  
MEETING NOTES  
DRAFT**

MEETING: Appointments Committee  
DATE: Tuesday, October 20, 2015  
TIME: 5:00 p.m.  
PLACE: Jordan Conference Room, Town Hall

Welcome

Present

Molly MacAuslan, Chairman  
Patricia Grennon  
James Walsh

Debra Lane, Town Clerk

Public Comment  
None

Review Notes – September 30, 2015

Moved by James Walsh and Seconded by Patricia Grennon to amend the notes of the September 30, 2015 to add:

**Continue the Discussion from the July 30, 2015 Meeting**  
Patty will draft an annual training and goal setting timeline.

(3 yes) (0 no)

- **Review and Update –  
Henry Adams’s 1978 Letter Re: Freedom of Access Relating to  
Public Records & Proceedings**

Moved by Patricia Grennon and Seconded by James Walsh to approve amendments to the letter.

(3 yes) (0)

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➤ **Review Summary Prepared by Patricia Grennon of Citizens' Round Table held 9/17/2015**

The Appointments Committee will request an item on the November 4 town council agenda to present the following with desired outcomes. The presentation of the results of the round table will include clarification and updates of current action on some points.

Citizens' Round Table Discussion Results (Action: acknowledge receipt and refer to the town council for consideration of next year's goals)

Letter to Boards and Commissions (Action: approval)

Annual Training and Goal Setting Timeline (Action: approval)

Patty will re-draft the Citizens' Round Table results as discussed and forward to Debra early next week for the council packet.

The committee feels the round table event was a success including the number of participants, organization, and assignment of tables, venue, refreshments, and time of year.

Suggested improvements for future round table events:

- Announce the date of the event with the annual town council meeting/workshop schedule.
- Ask each group to rank in order their top 3 goals.
- Ask each group to include Continue/Stop/Start to their suggestions/comments.
- Have prior year town council goals (hard copy) available at each table.
- Review prior year round table results and follow up. What suggestions were adopted by the town council as goals and what action was taken?
- Ask participants for their name and email so that results can be forwarded to them.

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➤ **Discuss Orientation Packet**

Patty will re-draft the Annual Training and Goal Setting Timeline as discussed and forward to Debra early next week for the council packet.

An orientation should be provided to all board and commission members at the beginning of each year. In addition at the first meeting of each board the materials should be reviewed to ensure all board members have received the material, understand the material, and have an opportunity to ask questions.

It is recommended the orientation packet include:

- ✓ Letter to Boards and Commissions
- ✓ Annual Training and Goal Setting Timeline
- ✓ Freedom of Information Material
- ✓ Staff Assignments
- ✓ Boards and Commissions Descriptions
- ✓ Statement of Policy, Appointments to Standing Boards and Commissions
- ✓ Responsibility of and for Boards and Commissions

It is important for staff to boards and commissions to understand expectations, roles and responsibilities of staff and board/commission members. The Appointments Committee would like feedback from staff. The orientation packet, following the November 4 council meeting, will be provided to staff. Debra will follow up with staff and provide input back to the Appointments Committee in December.

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Public Comment

Jessica Sullivan, 441 Mitchell Road encouraged the continuation of orientation and review of orientation documents at the first board/commission meetings of the year.

Adjournment

Moved by Patricia Grennon and Seconded by James Walsh to adjourn at 6:37 p.m.  
(3 yes) (0 no)

Respectfully Submitted,

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Debra M. Lane, Town Clerk