

**TOWN OF CAPE ELIZABETH  
MEETING NOTES**

MEETING: Appointments Committee  
DATE: Thursday, July 30, 2015  
TIME: 5:00 p.m.  
PLACE: Jordan Conference Room, Town Hall

**Welcome**

Molly MacAuslan, Appointments Committee Chair opened the meeting at 5:03 p.m.

**Present**

Appointments Committee  
Councilor Patricia Grennon  
Councilor James Walsh

Debra Lane, Town Clerk & Committee Staff

**Public Comment**

None

**Workshop Notes – February 11, 2015**

The committee reviewed the workshop notes and action items.

Councilor Walsh mentioned that Town Manager McGovern will be preparing a survey to be included in the tax bills being mailed mid-August. Taxpayers will be asked their opinions on several issues. The survey may be helpful to the council in preparation of future goals.

Liaisons – Should the role of the town council liaison to boards and commissions be reviewed?

**The appointments committee recommends the following:**

Orientation – In January of each year board and commissions members are invited to an orientation session. Orientation will include protocols on preparing agendas and minutes, role of boards and commissions, public participation, right to know laws, meetings schedules etc.

Board Input – In December of each year boards and commissions submit a one-page year in review. What did the board accomplish in the last year? What are the future goals of the board? How many times per year should the board meet? Is the number of board members adequate (or should be reduced) to accomplish the mission and requirements of the board?

Town Council Goals – In January of each year the town manager or town clerk provides through the staff person and board chairmen a copy of the council goals for the year. Board members are asked to review the goals and familiarize themselves with council objects.

Moved by Councilor Walsh and Seconded by Councilor Grennon to approve the notes from the February 11, 2015 meeting as presented.  
(3 yes) (0 no)

**Review of community meetings**

At the 2/11/2015 meeting, the appointments committee discussed outreach opportunities by the council to obtain feedback from citizens and encourage public participation through neighborhood meetings.

After further review, the appointments committee proposes a one meeting public information and input session in September 2015. The preferable meeting location is the high school cafeteria. It was suggested that Council Walsh provide an overview of the current goal setting process. Should there be break out groups? The objective is for citizen input for council goals, an “idea” session. If citizens have questions, the questions will be answered during the session or following the session if more time and/or research are needed.

To give context to the meeting and begin discussion a list of subjects could be provided to ask for citizen input for example, Fort Williams’ bleachers, additional pathways, and paper streets.

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Councilor MacAuslan will provide an update to the council at the 8/10 council meeting.

**Community Meeting**

**\*\*Tuesday, 9/29**

7:00 – 8:30 p.m.

Location – CEHS or CEMS (*The CEMS Cafetorium has been confirmed.*)

*\*\*Following the meeting it was noted that Michael McGovern was unavailable 9/29 therefore the event has been rescheduled for Thursday, 9/17.*

**Appointments Committee Meeting**

Wednesday, 8/12

5:00 p.m.

Agenda – logistics and agenda for the 9/29 community meeting.

Location – Town Hall Jordan CR

**Appointments Committee Interview Schedule for Upcoming Vacancies**

Thursday, 11/12

Tuesday, 11/17

Thursday, 11/19

5:00 – 7:00 p.m.

Location – Town Hall Jordan CR

The appointments committee asked for attendance records and comments from staff regarding appointments to boards and commissions. The committee also asks that those board members requesting reappointment be interviewed.

**Attendance**

According to policy, issues relating to non-attendance of a board member shall be reported to the town manager. Town Clerk Lane apprised Manager McGovern of the following attendance records. Mr. McGovern asked that the appointment committee review the matter.

Fort Williams Advisory Commission  
Joseph Kozlowski has missed 4 of 7 meetings.

Thomas Memorial Library Trustees  
Lee Rutty has missed 4 of 7 meetings (He was present at this evening's Trustees meeting.)

The appointments committee would like the staff person for each board to follow up with the board member. Perhaps their personal or business schedules have changed and the meeting times no longer work for them. Debra will contact Bob Malley and Jay Scherma.

Public Comment  
None

**Adjournment**

After hearing no further comments, Councilor MacAuslan adjourned the workshop at 6:35 p.m.

Respectfully Submitted

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Debra M. Lane, Town Clerk