

**TOWN OF CAPE ELIZABETH
MEETING NOTES**

MEETING: Appointments Committee
DATE: Wednesday, September 30, 2015
TIME: 5:45 p.m. Interview, 6:00 p.m. Meeting
PLACE: Jordan Conference Room, Town Hall

Welcome

Present

Molly MacAuslan, Chairman
Patricia Grennon

Debra Lane, Town Clerk

Absent

James Walsh

The applicant arrived at 5:58 p.m. Following the interview, Chairman MacAuslan convened the meeting at 6:12 p.m.

Public Comment

No members of the public were present.

It was a consensus to approve the minutes of the August 12, 2015 meeting as written.

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

Debra has been asked to draft a letter based on the meeting comments. The letter will be forwarded to the town council in November for review.

- **Review Citizens’ Round Table held 9/17/2015**

Patty will create a summary of the citizen round table comments for review at the next appointments committee meeting.

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➤ **Continue the Discussion from the July 30, 2015 Meeting**

Debra will provide the appointments committee a packet of information to be used at orientation at the next meeting.

Patty will draft an annual training and goal setting timeline.

➤ **Consideration of Filling a Vacancy on the Zoning Board of Appeals for an Unexpired Term until 12/31/2016**

It was a consensus to recommend John K. Craford, 97 Stonybrook Road to serve the unexpired term of Joanna Tourangeau on the Zoning Board of Appeals until 12/31/2016. This item will appear on the October 14 council meeting agenda.

Public Comment
None

Next Meeting

The next meeting will be held on Tuesday, October 20, 2015 at 5:00 p.m. in the Jordan Conference Room at Town Hall.

Adjournment

The meeting adjourned at 7:50 p.m.

Respectfully Submitted,

Debra M. Lane, Town Clerk