



Appointment Committee
(Town Council Sub-committee)
MEETING MINUTES

Thursday, August 1, 2019

Town Hall, Lrg Conference Room, Second Floor 4:00PM- 5:30 PM

Attendance: Janice, Caleb, Tommy, Nathan, Andrea and Lindsey

**Appointment
Committee**

Councilor
De Lima

Councilor
Hemphill

Councilor
Johnson

1. Nomination

Janice De Lima nominated Caleb Hemphill to be the chair of the Appointments Committee, Tommy Johnson seconded. Caleb agreed. Vote was 3-0 all in favor.

2. Interviewed

Lindsey Dumais – Library Board of Trustees, Lindsey has been actively involved in the Library and will be recommended to the Council. *Unanimously Approved**

3. Discussion of Attendance

- a. The committee discussed attendance requirements from Section 2-42 of the Code of Ordinances. This section states:

A member of a board or commission who fails to attend at least fifty (50) percent of all meetings during the preceding twelve-month period or who fails to attend four (4) consecutive regular meetings shall be deemed to have resigned from the board or commission. When a vacancy occurs under this section, the chair of the board or commission shall immediately advise the town clerk in writing.

The Committee reviewed a list of board and committee members that have missed more than 50% of their meetings or 4 meetings in a row. The Committee decided that all board and committee members may not be aware of this ordinance and that a letter should be sent to them, explaining this provision. Another letter should go out to any board and committee member that is deemed resigned due to absences and in that letter, they should be informed that the Appointments Committee is recommending the Council reappoint them to their seat, vacated due to automatic resignation per Section 2-42 of the Code of Ordinances.

- b. Spoke of the Ordinance that states the requirement of a committee or board member in Section 2 of Policy Two of the Council Rules
- c. Also discussed need for all board and committee members to be notified about Section 2 of Policy Two of the Council Rules. This notification, along with a reminder of the attendance policy in Sec 2-42 of the Code of Ordinances, should happen in the fall.

4. Re-Cap of 2018-19

- a. Andrea Ferrante joined this discussion (2018-19 chair of the Appointments Committee)
- b. Andrea reported how things were managed during the past year. She commended staff for their organization. She also spoke about the wellness committee objectives.
- c.

5. Approved Meeting Minutes of May 5, 2019

Minutes approved by consensus

6. Meeting Adjourned

Respectfully submitted by, Linda Case

**Amended 10-25-19/lmc*