

Appointment Committee
(Town Council Sub-committee)

MEETING MINUTES

Tuesday, January 12, 2021, 10:45 AM

Virtual

Attendance: Councilor Johnson, Councilor DeLima, and Councilor LaFond, Staff-Maggie Fleming

The Committee met in Executive Session from 10:00 to 10:45 am pursuant to the Laws of Maine to interview and discuss board and committee applicants and vacancies, pursuant to 1 M.R.S.A. §405 (6)(A).

Chair Johnson began the meeting at 10:50 am.

1. Public Comment.

There were no members of the public present.

2. Approve Previous Meeting Minutes.

Councilor DeLima motioned to approve the minutes of the December 4, 2020 meeting. Councilor LaFond seconded. The motion carried unanimously.

3. Consideration of recommendation of current committee and board applicants to the Town Council for appointment.

The Committee did not consider any applicants for appointment.

Chair Johnson said there was a vacant regular member position on the Planning Board. The Committee would reach out to the alternate member to inquire about their interest in filling the regular member vacancy.

4. Continued discussion of work plan assignments.

Assess Committee Viability and Develop Mission Statements Item

The Committee discussed asking the Council liaisons to assist their boards and committees with this item.

Public Comment Opportunities at Council, Committee, and Board Meetings Item

The Committee discussed leaving the extent to which members of the public can participate in board and committee meetings up to the committee chairs.

Board and Committee Chair Orientation Item

The Committee reviewed the chairing a committee guidelines drafted by Councilor LaFond. Those present discussed sharing the guidelines with all board and committee members not just chairs. The guidelines could stay in the agenda packets for a period. Those present discussed next steps including sending the guidelines to the committee chairs to get their reactions, presenting the guidelines to the full Council at the January 25 meeting, asking the Council liaisons to present the guidelines at the upcoming boards and committees, and organizing a zoom call with the chairs.

Maggie will ask the Community Development staff to attend a future Committee meeting to discuss the Planning Board and BZA orientations.

Complaints Regarding Quasi-Judicial Boards Item

Maggie reached out to the Maine Municipal Association's legal department for advice but had not yet heard back.

Conflict of Interest Policy for Board and Committee Members

Staff will review the BZA and Planning Board conflict of interest policies and whether the Council policy definition of conflict of interest could apply to those boards and report back to the Appointments Committee at a future meeting.

The Committee also discussed a request for board and committee member applications to be sent out to the chairs and for chairs to be able to attend applicant interviews. The Committee was opposed to this due to confidentiality concerns. Those present discussed that when applicants attend meetings of the boards and committees in which they are interested they should introduce themselves and the chair should set expectations around public comment. Those present also discussed that chairs can contact the Appointments Committee regarding Committee member recruitment needs. Some of the board and committee ordinance charges outline the membership composition. Board and Committees for which this is not the case could recommend that membership composition be added to their charges.

5. Adjourn.

Councilor DeLima motioned to adjourn; Councilor LaFond seconded.

The motion carried unanimously.

The meeting adjourned at 11:38 am.