

Appointment Committee
(Town Council Sub-committee)

MEETING MINUTES

Thursday, September 24, 2020

Virtual

9:00 AM

Attendance: Councilor De Lima, Councilor LaFond, and Councilor Johnson
Staff-Maggie Fleming

The Committee met in Executive Session from 8:00 to 9:00 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 9:02am.

1. Approve Previous Meeting Minutes.

Councilor De Lima motioned to approve the minutes of the September 3, 2020 meeting. Councilor Johnson seconded. The motion carried unanimously.

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

Councilor De Lima motioned to recommend Emily Abruzzese for appointment to the Board of Zoning Appeals as an alternate member. Councilor LaFond seconded. The motion carried unanimously.

3. Discussion of Public Comment Opportunities at Council, Committee, and Board Meetings work plan assignment.

Councilors LaFond and De Lima described the public comment periods at REAC and FEIC meetings. Both councilors said that the public comment periods were underutilized.

Councilor De Lima felt that it was important to systematize the public comment period at board and committee meetings. Councilor Johnson agreed and felt that with a strong chair it is sometimes valuable to have members of the public participate in the conversation.

There was consensus amongst the Committee to not recommend changes to the Council meeting public comment structure of having a public comment period agenda item at the second Council

meeting of the month and public comment periods on agenda items where Council action is anticipated. The Committee did not recommend changing the public comment structure of the quasi-judicial boards. For the non-quasi-judicial advisory boards and committees, the Committee had consensus on a public comment period at the beginning of each meeting. The length of the public comment period and length of time that members of the public will be allowed to speak, between one and five minutes, will be based upon the board or committee chair's assessment of the number of members of the public who would like to speak and the number of items on the meeting agenda. Public comment periods should also be offered before votes to make recommendations to the Council.

Councilor Johnson will provide an update on the Committee's consensus around public comment opportunities at the September 30 Council meeting.

The Committee discussed another work plan item, Assess Committee Viability and Develop Mission Statements. The Committee discussed asking board and committee chairs to draft mission statements and then the Appointments Committee would be responsible for reviewing for clarity and consistency.

4. Adjourn.

The next meeting was scheduled for October 9.

Councilor De Lima motioned to adjourn; Councilor LaFond seconded. The motion carried unanimously.

The meeting adjourned at 9:59 am.