

2019-2020 Council Work Plan (includes suggestions for new items for 2020-2021 plan)

Updated January 25, 2021

| PRIORITY LEGEND: A = Council Priority, B = Council Secondary Priority, C | | REFERENCE: TC=Town Council (-letters=Councilor Initials), RR=Resident Request, S= Staff, CP=Comprehensive | | | Status Updates and Next Steps | Priority |
|--|-----------------------|---|-----------|--|---|---------------------|
| Title | Committee | Lead Staff | Reference | Action | | |
| 1 Assess Committee Viability and Develop Mission Statements | Appointment Committee | EP | TC | Assess the viability of each committee and to develop 1-2 sentence mission statements for each committee | The boards and committees will be asked to review their ordinance charges and report back on whether they need to be expanded/shortened or updated. They will also be asked to draft one to two sentence mission statements. This will be conducted during January and February board meetings. As a next step, staff will create one pager on each committee. The Council liasions will attend these meetings to assist. At the 2/13 Appointments Committee meeting, Ms. Fleming provided an update that most of the boards and committes had begun this process. | B |
| 2 Public Comment Opportunities at Council, Committee, and Board Meetings | Appointment Committee | EP | RR | Review current public comment opportunities for Council, Boards and Committees and consider the need for any changes. | There was consensus amongst the Committee at its 9/24/20 meeting 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. 1/15 WORK PLAN REVIEW MEETING UPDATE-discussed memorializing this through some kind of statement/guidelines. At the 2/12 Appointments Committee meeting, staff suggested adding the recommendation to the Council rules, policy 3. Those present discussed adding, "and opportunity for public comment" to the policy heading. Staff will draft the amended language for review at the next meeting. | A |
| 3 Board and Committee Chair Orientation | Appointment Committee | EP | TC | Develop and offer orientation for board and committee chairs | Councilor LaFond drafted guidelines for chairing a committee. The guidelines were shared with the Committee chairs via email during the week of 1/18. Initial reactions were positive. The Appointment Committee presented the guidelines to the full Council at the 1/25 Council meeting. 1/15 WORK PLAN REVIEW MEETING UPDATE- The Council liasions will present the guidelines at the upcoming board/committee meetings. The Council wanted a follow up zoom meeting with the board/committee chairs. The Council disussed eventually expanding the guidelines to be applicable for all board/committee members. At the 2/9 Appointments Committee meeting, those present discussed setting up an annual orientation meeting for board and committee chairs. This meeting could involve an annual review of the guidelines that the Committee created for updates. Maggie will reach out to the board and committee chairs to schedule a zoom call. Those present discussed inviting the BZA and Planning Board chairs to attend. | A |
| 4 Complaints re: Quasi-Judicial Boards | Appointment Committee | EP | TC | Consider role of council (consistent/formal process?) vis a vis planning board and bza when complaints come in (whether over substantive decisions, members' conduct, etc) | Staff will reach out to surrounding towns and MMA regarding how they handle this. Maggie had a phone call with MMA legal on 1/15. The attorney stressed the importance of keeping the quasi-judicial boards independent of the Council unless a member commits a serious offense. | A |
| 5 Conflict of Interest Policy for Board and Committee Members | Appointment Committee | EP | TC | Consider developing a 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. | New Item-Not ranked |