



Appointment Committee (Town Council Sub-committee)

MEETING MINUTES

Friday, January 31, 2020

Town Hall, Lrg Conference Room, Second Floor

8:00 AM - 9:30 AM

Appointments Committee

Councilor
De Lima

Attendance Janice, Caleb, Tommy and Nathan

Councilor
Hemphill-Chair

Councilor
Johnson

1. **Reviewed Falmouth's Board and Committee current practice of providing a yearly report to the Council.** Discussion on keeping Council informed on workplan progress of each Board and Committee throughout the year
2. **Reviewed current practices in other communities concerning Board and Committee communication.** Discussion on how to improve communication to residents on what B & C's are doing throughout the year.
 - a. Highlight one Board or Committee in the Focus each month
 - b. Chairs could give update to Council on all workplan progress and any other work being accomplished/ 3-5 minutes at Council meetings regularly
 - c. Could make a tickler of the Workplan agendas for Boards and Committees to follow progress
 - d. Standard Agenda's for all Boards and Committees
 - e. Discussion on public comments at a Board/Committee meeting, when is it appropriate, does chair manage it, should process be developed
 - f. Discussion on recording Board or Committee meetings
 - g. Discussion on All Chairs elected at the first meeting of the calendar year for every Board and Committee and training on how to run a meeting provided
3. **Reviewed Attendance** – going well
Discussion on creating process-If you have attendance issues, you will need to meet with the Appointments Committee to discuss, may or may not be excused
4. **Applicants to Boards and Committees**
Discussion on presenting a short Bio on each recommended resident
5. **Wellness Committee**-initial appointments have been made, committee getting off the ground
6. **Interviewed** Carol Kauffman for Wellness Committee- discussion on making sure our senior citizens are kept informed
7. **No minutes to approve**
8. **Adjourned**- Adjourned by consensus

Respectfully Submitted,

Linda Case

For more information regarding this meeting
Please contact the Clerks Department
781-5253 ext. 5305