

Report of  
Appointments/Personnel Committee Meeting  
February 7, 2019  
5:30 PM  
Conference Room A

Present: Committee Chair Virginia Wilder Cross; Committee Members James Hager, Paul Smith

The meeting opened at 5:30 PM to discuss the vacancies on the Conservation Commission and the Fair Hearing Board.

Moved by Councilor Smith, seconded by Councilor Hager and VOTED to move to Executive Session pursuant to Title 36 MRSA 504 (6) (F) to interview applicants for appointments to Conservation Commission and the Fair Hearing Board. 3 yeas

Moved by Councilor Smith, seconded by Councilor Hager and VOTED to come out of Executive Session. 3 yeas

Moved by Councilor Hager, seconded by Councilor Smith to prepare two items for the March 5 Town Council:

Item 1: A motion to change the date for swearing in new and returning committee and board members:

New and returning Board and Committee Members will be sworn in during the first Town Council Meeting in April. To legally participate as a member of a committee or board, members who cannot attend that meeting must be sworn in at the Town clerk's office no later than April 15.

Item 2: A motion for the Town Clerk to send the following communication to all newly approved Board and Committee Members within a week of the appointment.

Dear Board and Committee Members:

The Town Council Appointments / Personnel Committee welcomes all new and continuing members of each board and committee. We appreciate your willingness to serve, and we hope your tenure is a positive experience.

To help you begin this year's work, this notification will remind you of five important requirements for all town boards and committees.

1. Newly appointed and reappointed members' terms will begin immediately after they are sworn in during the regularly scheduled Town Council meeting in April.

To legally participate as a member of the committee or board, members who cannot attend that meeting must be sworn in at the Town Clerk's office no later than April 15.

2. Within 45 days of the annual Town Council appointments, all boards or committees must meet to elect a Chairperson and Secretary.
3. The Town Clerk must be notified at least 7 days in advance of the date, time and location of any scheduled meeting to allow for the appropriate public notice of the meeting. All meetings, including the first one, are public meetings and members of the public may attend and observe the proceedings.
4. All boards and committees must take minutes of each meeting and provide copies of the minutes to the Town Clerk for official town records.
5. All boards and committee members are subject to the Freedom of Access Act, so please become familiar with and follow the attached FOAA requirements.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Laurie Nordfors  
Town Clerk

CC: Town Council Appointments/Personnel Committee  
Ephrem Paraschak, Town Manager

Enc: Current list of all boards and committees as well as a description of each board/committee's responsibilities.

FOAA requirements

3 yeas.

Moved by Councilor Hager, seconded by Councilor Smith and VOTED to adjourn. 3 yeas

Time of Adjournment 7:40 PM