

TO: Chairs of all Readfield Boards, Committees and Commissions (and all interested Residents of Readfield)

FROM: Clif Buuck, Readfield Appointments Ad Hoc Committee

DATE: February 4, 2016

RE: Procedures for Application for Appointment and Reappointment

In the fall of 2015 the Readfield Select Board assembled an Ad Hoc Committee with directives to address both new issues and obsolete policies relating to the volunteer appointment process and in other areas concerning boards, committees and commissions.

The Ad Hoc Committee has since met nine times. The Committee's first document is complete in its first draft form and has been attached to this email. *"Procedures for Application for Appointment and Reappointment to Boards, Committees and Commissions"* is sent to you to ask you and your volunteer Board, Committee or Commission which you chair, to review it and provide your comments back to the Ad Hoc Committee for consideration into the document prior to the Ad Hoc Committee forwarding a final draft to the Select Board for adoption.

We ask you to undertake this task and if you have comments, to respond by March 15th so we can consider them at our March 16th meeting. You may submit your comments to Robin Lint, Town Clerk by e-mail at readfield.clerk@roadrunner.com or mail them to the Town Office at 8 Old Kents Hill Road.

Thank you in advance for your effort.