

Readfield Appointments Ad Hoc Committee Minutes

April 21, 2016

Members Present: Clif Buuck, Rob Peale, Tom Dunham, Henry Whittemore.

Members Excused Absent: Val Pomerleau, Robin Lint

Members Unexcused Absent: none

Present and Participating: None

Guests Present: None

Meeting was called to order at 5:05 PM.

Minutes: Cliff moved and Tom seconded approval of the April 7th minutes. Approved with Henry abstaining.

Discussion:

We all wished Cliff happy birthday.

Tom reported that he had no definitive definition of which positions are considered town officials.

Boards, Committees, Commission (BCC) documents binder: Copies of the documents submitted by the BCCs were handed out. The following BCCs did not submit any documents so we assume that whatever is on the Town website is considered to be up to date: Planning Board, Appeals Board, Heritage Days Committee, Solid Waste Committee, Maranacook Lake Dam Committee, Recreation Association, and Road Committee. Documents were received from the Conservation Commission, Trails Committee, Cemetery Committee, Budget Committee, and Library Board. We discussed choosing a template and standardizing the format of the final documents (without changing content). The items that we want to include in our binder for each committee are: mission statement or equivalent, authorization (statutory or otherwise), membership, officers, and standard meeting schedule (or at BCC discretion). Each BCC should

have an organizational meeting at the start of the year. Henry will develop a template and incorporate all the documents submitted or that he can locate on the website.

Code of Ethics: Tom reported that Eric said there is no particular concern in applying the code of ethics to town employees. We discussed that the Bridgton code of ethics document proposed by Val as a model for us leaves out much of what is specified in state law. Rob expressed that anything we developed should stand alone and provide all the specific information and guidance available if it is going to be useful. After discussing the need to do much more work to produce a useful and comprehensive document the consensus was that a separate ethics committee should be established so they can focus on looking at all the various models and state laws pertaining to ethics for municipalities.

Draft Code of Conduct: After looking at 4 different basic formats emailed by Rob it seems to be unanimous that a left justified, bulleted format looks best (including Val as reported by Cliff). We briefly discussed the content of the document. There was some concern that use of the word "opponents" seemed divisive but Rob wanted some way to acknowledge clearly that opposing viewpoints will exist, and no one could come up with a better word to recognize this. The word "others" was changed to "others' ". Tom moved and Cliff seconded that today's version of the document be sent to the select board (SB) as a draft for their review.

Current List of Binder Sections and Assignments:

Introduction - Henry will draft and incorporate the former separate document on General Responsibilities.

Principles

Application Procedures

FOAA Responsibilities

Ethical Considerations - Val will draft.

Code of Conduct - Rob will draft.

Reference to and Applicability of Recall Ordinance

Guidelines for BCC Chairs

Committee specific documents include:

Mission Statements

Qualifications, Expertise, and Training

Committee Responsibilities and Roles

Number and terms of members

Next meeting: May 5 , 2016, 5 to 6:30 PM. Agenda will include:

Minutes

Ethics

Review of draft binder.

Adjourned: about 6:45 PM.

Respectfully submitted by Rob Peale, Secretary