

Readfield Appointments Ad Hoc Committee Minutes

November 4, 2015-Approved 11/18/15

Members Present: Tom Dunham, Cliff Buuck, Val Pomeleau, Robin Lint, Rob Peale, Henry Whittemore

Members Excused Absent: None

Members Unexcused Absent: None

Present and Participating: None

Guests Present: None

Meeting was called to order at 5:12 PM upon arrival of all current members. Prior to opening the meeting Tom informed us that Gene Carbona's resignation had been accepted by the Select Board (SB) at the November 2nd meeting.

Minutes for 10/21/15:

Val clarified in answer to a question recorded in the minutes that MMA has no written guidance that applies to our Procedures for Application for Appointment and Reappointment. Recommendations from MMA (no chair recommendations, term limits) that select persons reported to this committee were based on verbal answers responding to audience questions at an MMA training for SB members.

Committee members approved the minutes amended by removing a sentence referring to draft directives. Approval of the amended minutes was moved by Henry, seconded by Robin, and approved unanimously.

Appointment Procedures Revisions:

Robin provided printed copies of proposed revisions that committee members had submitted from their homework assignments including a complete underline/strikeout version of the entire Procedures document with attached Guidelines from Henry.

There was discussion about whether we should start by discussing major changes people want to propose, or proceed piece by piece in a "wordsmithing" fashion.

Appointment Application: Robin provided a revised copy of the current Appointment Application. After discussing the changes the consensus was that there should be separate check boxes for permission to release email addresses and phone numbers. Robin will further revise the Application for the next meeting.

Release of Claim Form: Robin also presented the Town's Release of Claims form and suggested it should be provided to applicants along with the Application, the Procedures, and the Guidelines. After discussion it was agreed Robin would discuss the form with Teresa Shaw, find out what it covers, what it means, where it came from, and how it interacts with the Town's insurance. She would bring answers to the questions back to a subsequent meeting.

We decided to continue reviewing the results of our 10/21 homework assignments.

Procedures Introductory Paragraph: Due to the difficulty of defining "ideology" the consensus was not to include ideology as a protected class and remove it from Henry's draft revisions. We agreed to add: The SB welcomes all qualified, motivated applicants for volunteer positions.

We discussed whether the Procedures or Guidelines should include anything about removal of appointed volunteers from their positions. It was noted that the Town has an approved Recall Ordinance which covers such removals. Some would like one of the documents to include a statement that removal would be governed by the Recall Ordinance so that applicants would be aware of it. Others believe there is no need to include removal as part of these documents since we have a separate ordinance that covers it and it might discourage volunteerism. Robin moved and Henry seconded that an asterisk in the Procedures title would refer to a footnote that the SB would manage removal of a board, committee, or commission member in accordance with the Recall ordinance. Motion failed with Cliff, Henry, and Robin in favor; and Rob, Val, and Tom against.

Cliff noted that we need to consider the requirements of the Town's voter-approved Comprehensive Plan as we do our work. Tom noted that applicants need to know the processes and functions of the committees they are applying for.

Procedures Section 5 Town Manager's process: Robin stated the town manager had no comments on this section so it will remain as is at least for now.

Procedures Section 4 Advertisement Process: The consensus was to accept Henry's changes except that reference to the TV channel would be to Readfield Channel 7, and in Section 4b) the "title of the position" phrase would be dropped.

We discussed whether and when advertising of a position should be required. This issue is intertwined with the issue of when to accept applications and who should have priority for appointments (alternates?) and there was brief discussion of these issues. After some discussion of office procedures and SB meeting schedules the consensus was that we should require a minimum of 10 days of advertising even if there are already applications on file for the position prior to the position being open.

Henry volunteered to track the results of our discussions and decisions by maintaining a consensus document that reflects meeting minutes. The committee agreed with this and that Henry would also maintain a working document that could include many, not necessarily fully approved, ideas.

Next meeting will be November 18th at 5:00 PM when we will continue discussion of changes to the Procedures/Guidelines documents.

Val left the meeting at 7:12 PM

Henry moved to adjourn and Rob seconded.

Respectfully submitted: Rob Peale, Secretary