

APPOINTMENTS

The Board makes numerous appointments each year, most of which require a majority vote. Section 3-2 (b)2 of the Charter, however, requires the Board to appoint by no fewer than 4 members, the following: Planning Board, Board of Health, Cemetery Commission, Community Preservation Committee, Constable, Historical Commission, Park and Recreation Commission, and Tree Warden. Appointments are generally made for one or three years in length. In no case may appointments be made for more than three years unless specifically allowed by State Law. Appointments generally are made June 30th of each year. In the case of appointments, no second to the nomination or motion will be required prior to Board action.

Whenever possible the Board will seek variety in backgrounds, interests, ages, sex and geographic areas of residents, so that a true cross section of the community will be reflected. In order to attract qualified and interested persons, vacancies will be made public as far in advance of appointment as practicable. Vacancies could be advertised in the local paper as well as on Cable TV. Appointments should be based on merit and qualifications rather than political merit.

The Executive Assistant will:

1. Provide by April 1st a list of the appointment vacancies to be filled by the Board. Notice of those appointment vacancies requiring affirmative vote by at least 4 Select Board members shall be announced by February 1st.
2. Notify the Chair of the appropriate board or committee requesting recommendations regarding reappointment or the filling of vacancies.
3. Notify incumbents and request their statements of availability regarding reappointment.

If a vacancy occurs or is expected within 30 days on a Board or Committee appointed by the Select Board the following procedures will be used to fill the vacancy. (It is the responsibility of the Chair of the Board or Committee to notify the BOS of all vacancies.)

1. The vacancy will be announced during the Select Board members' reports at the next regularly scheduled Select Board meeting; notice of the vacancy with a deadline for the submission of applications to fill the position(s) will be sent to the Town Clerk, local media outlets, and shall be posted on the Town's website and posted on the cable access bulletin board. The notice period will be for a minimum of 21 days.
2. Individuals who wish to be considered to fill the vacancy must complete a "Volunteer Application" (available at Town Hall and on the town website) with all requests being delivered to the Executive Assistant or Town Administrator either in writing or by email. The application should contain all their contact information including an email address, the name of the board they are interested in joining, why they are interested and provide a brief personal background/outline. If a "Volunteer Application" is currently on file from a previous vacancy, the individual(s) will be contacted to see if they wish to be considered for the current vacancy. If so, the Volunteer Application on file shall suffice as their expression of interest in the position.
3. The Town Administrator's office will distribute copies of the Applicant's "Volunteer Application" to all Select Board members and to the Chair of the prospective Board or Committee for their review. The Select Board will schedule time on the agenda of their next regular meeting following the 21-day notice period to act on the applications it has received.

4. The Select Board will hold an interview to meet all new Applicant(s) (interviews may be requested by the Select Board, but are not required, for re-appointments or for candidates who have previously served on a Committee or Board). All interviews/appointments will appear on the agenda of a regularly scheduled Select Board meeting. It is the responsibility of the office of the Select Board to notify the Applicant(s) and Chair of the prospective Board or Committee of the time and place of the interview/appointment. Except for reappointments, the candidate(s) and a representative(s) of the prospective Board or Committee shall be present as may be necessary to facilitate the appointment.
5. The Select Board will review/discuss all nominees in public session, make the appointment(s) and notify the following parties of their selection: the applicant(s), the Board or Committee to which they are appointed, and the Town Clerk. All appointments shall run until June 30th in the year that the term expires unless otherwise noted at the time of appointment or in the case of an elected office which shall expire at the time of the next town election.

ADVISORY COMMITTEES OF THE SELECT BOARD

Select Board members are permitted to serve as a voting member(s) on other boards or committees appointed by the Select Board.

The Board may appoint advisory committees to aid on matters under the Board's jurisdiction. The use of such advisory committees provides greater expertise and more widespread citizen participation in the operation of government.

Charges to advisory committees will be in writing and shall include the work to be undertaken, the time in which it is to be accomplished and the procedures for reporting to the Select Board. Each committee must report at least semi-annually to the Select Board. The charge of an advisory committee will indicate it is to be disbanded upon the completion of their work. In addition, each Committee shall be provided with a Committee Handbook addressing issues such as conduct and compliance with the Open Meeting Law.

The Select Board will engage in an ongoing review of all committee and officially determine if said committee is a permanent (i.e., standing) committee, or an ad-hoc advisory committee. The charges and membership of advisory committees will be reviewed periodically (at least annually) to assess the necessity and desirability of continuing the committee. Reappointments will be based on an evaluation of the member's contribution, the desirability of widespread citizen involvement, and the changing needs of the committee and the town.

It is the policy of the Select Board to appoint qualified citizens representing all sections of the town to all such advisory committees. In order to attract qualified and interested persons, vacancies will be made public as far in advance of an appointment as practicable.

Strategic Planning Session Minutes

Operational

For the Select Board annual appointment process the board will revise their policy to read notification to the Select Board by February 1st of those positions up for reappointment, more liaison involvement in this process, a May 1st deadline for new volunteer applications and board/committee recommendations by June 1st for appointments. All involved will focus on agreed upon criteria blending institutional knowledge while encouraging new volunteers.

Annual appointment process revised to: clarify reappointment, begin earlier in the year & set clear deadlines, and decide upon specific criteria blending institutional knowledge while encouraging new volunteers which will require more Select Board liaison involvement in the process.