

# APPOINTMENTS COMMITTEE MEETING

February 05, 2024

6:30pm

Councilor Jeffrey Mendes (Chair)  
Councilor Kris Clark (Vice Chair)  
Councilor Kristin Terkelsen  
Councilor Seth Burdick  
Councilor Charles Bloom

## MEETING MINUTES

Administrator Cynthia Lovell opened the Appointments Committee meeting at 6:35pm, It was announced that the meeting was being recorded and would be rebroadcast, also noted that Councilor Bloom was participating remotely due to illness.

Public Comment was addressed next: Larry Morin (commented), Eric Schwaab (just listening, no comments made)

Larry Morin raised a question about the existence of a "Barnstable talent bank" for committee appointments, which the Council Administrator will inquire about and get back to Mr. Morin with an answer. Mr. Morin also discussed the importance of filling committee vacancies and the potential challenges involved.

Administrator Cynthia Lovell closed Public Comment, and asked if the Committee members would like to comment.

Councilor Kris Clark thanked Mr. Morin for his thoughts and ideas, Councilor Mendes will have to ask legal about the recruiting talent bank Mr. Morin asked about.

Administrator Cynthia Lovell opened the floor for nominations for Chair and Vice Chair. Councilor Seth Burdick recommended Councilor Mendes for Chair; this was seconded by Councilor Bloom. Councilor Terkelsen nominated Kris Clark for Chair, this did not receive a second, a Roll Call vote was taken:

Councilor Seth Burdick	yes
Councilor Kristin Terkelsen	No
Councilor Kris Clark	yes
Councilor Charles Bloom	yes
Councilor Jeffrey Mendes	yes

Councilor Jeffrey Mendes nominated Councilor Kris Clark for Vice President, this was seconded by Councilor Terkelsen, Administrator Cynthia Lovell took a Roll Call vote:

Councilor Kristin Terkelsen	yes
Councilor Charles Bloom	yes
Councilor Jeffrey Mendes	yes
Councilor Seth Burdick	yes
Councilor Kris Clark	yes

The nominations were accepted and voted on by the members, Councilor Jeff Mendes was elected Chair, Councilor Kris Clark as Vice Chair. Administrator Lovell turned the meeting over to the Chair and Vice Chair.

The Chair of the Committee led a discussion about scheduling committee meetings. It was suggested that the committee should meet twice a month, on Mondays and Tuesdays, and emphasized the importance of avoiding conflicts with other commitments. It was agreed to hold meetings on the third Monday of each month, another suggestion made was the possibility of changing the meeting day and time if it didn't conflict with the third or fourth Monday (Councilor Burdick has a conflict). Councilor Burdick asked if the committee would meet twice during the summer months as the summers get hectic for people, the members will look at their schedules and liaison commitments and other committee commitments and decide on a day and time that best fits everyone's schedule.

Councilor Burdick discussed the frequency and relevance of Appointments Committee meetings, noting that there is no set bylaw regarding frequency. Councilor Clark mentioned that under new leadership, some committees may undergo review.

The chair of the Committee touched upon the importance of the CFAC, Housing and Infrastructure and Energy, and Zoning Board of Appeals.

Administrator Cynthia Lovell explained the process of reappointment, which involves reaching out to the current members of each committee to ask them if they would be interested in serving another term, once an answer has been received, they are put on the Appointments Committee Agenda for consideration of reappointment for another term.

Councilor Burdick asked if an individual could serve on multiple committees. Administrator answered there is nothing preventing an individual from serving on more than one committee.

Members of the Appointments Committee discussed the challenges of finding qualified candidates for committees and proposed increasing outreach efforts. The Town uses various platforms such as social media, the town council's webpage, and social media outlets to advertise committee vacancies. Members discussed the path recommended for considering alternate members for full membership on committees when a vacancy arises. The conversation also touched upon the importance of communication with committee chairs to understand the dynamics and needs of each committee.

Councilor Terkelsen asked about the requirement for members on boards/committees and commissions, and if it was the same as the Council members. Administrator Cynthia Lovell explained that every committee member undergoes the same conflict of interest training, and open meeting law training certification every two years, the State of Massachusetts is currently keeping track of this as well.

The members discussed the process for committee members to renew their certifications and the consequences of a conflict of interest not being disclosed. Discussions clarified the role of alternate or associate members on committees, explaining that they can vote in place of a regular member only if that member is absent. Charlie Bloom asked about the status of certain committees not listed on the website, to which Councilor Clark responded that some committees, such as the Jane Eshbaugh and Water Quality, rarely meet and others, like the Cable TV Advisory and Water Quality, were recommended for dissolution by the Appointments Committee in the past, however it never made it to the Town Council for them to be dissolved.

Councilor Charlie Bloom discussed the issues surrounding the formation and maintenance of various committees within their organization.

Councilor Kristin Terkelsen asked about the value and efficiency of certain committees that have not been functioning effectively, such as the Disability Commission, it looks like they do not meet or haven't met in a year due to their web page is empty. The Chair of the Committee suggested reaching out to the Chair of each committee to understand their plans, what it is they are working on and looking into the possibility of dissolving those that are obsolete, or that are not meeting for whatever reason. It was also proposed the idea of promoting alternates or associates to regular member positions on certain

committees, as they have already been serving and may be experienced. The aim is to streamline the committees and improve their functionality.

(Councilor Clark left at 7:23pm to attend another meeting)

Members decided to schedule the meeting on the fourth Monday of each month going forward. They also discussed the need to fill vacancies on the Zoning Board of Appeals and moving one of the current associate members to the full member position on the Licensing Board and considered advertising for applicants.

The Chair of the Committee proposed having flyers or applications available at local banks and libraries. The Chair of Committee also shared his strategy for recruiting people for various roles in his precinct, emphasizing the importance of personal outreach and networking, he suggested that this approach could also be applied to find committee members or potential candidates for public service roles. Councilor Terkelsen highlighted the importance of public awareness and involvement in local municipalities and emphasized the role of Town Councilors and the roles as liaisons to the committees and informing and engaging the community.

The Chair of the Committee and the members discussed the scheduling of their next meeting. It was agreed to hold it on February 16th at 3:30 PM. The meeting is expected to last for about an hour and a half, with an emphasis on conducting interviews. Councilor Terkelsen mentioned that she will be away from February 25th to March 11<sup>th</sup>.

### **Next steps**

- Councilor Mendes will check with legal about potential conflicts of interest in recruiting.
- The committee will discuss and decide on a meeting date and time moving forward.
- Cynthia will check the availability of the third Monday for committee meetings.
- Reach out to the chairs of inactive committees to understand their plans and consider elevating associates or alternates to fill vacancies.
- Cynthia will send out the last set of questions proposed to applicants for them to answer at the interview.

ADJOURN: 7:37pm