

MEMORANDUM

To: Duxbury Board of Selectmen
From: Rene' J, Read, Town Manager
Date: July 28, 2021
Re: Committee Appointment Process

Dear Members,

While the General Bylaws require the Board of Selectmen to make appointments to some Boards and Committees, there really is no formal committee appointment procedure.

In the recent past, a given board or committee would decide upon a candidate to forward to the Board of Selectmen for approval. Some chairs would let the office staff know (usually via email) that they wanted a particular person appointed and the Board of Selectmen would approve it as presented. In other cases, some committees would vote on an applicant and then send a note or an email to the staff to request that the Board make the appointment of the individual. And in other cases, some committee chairs might go to their Board of Selectmen liaison and then the Selectman would let the staff know to prepare an appointment slip.

In order create a uniform process, allow a more in-depth review of all applicants, and ensure the maintenance of efficiency and productivity, I would suggest the following processes:

For new vacancies on advisory boards and committees:

- 1.) Talent Bank Applications are received by Town Manager's office.
- 2.) Staff forwards these applications to the respective board or committee chair and Board of Selectmen committee liaison.
- 3.) The committee schedules a meeting of their membership for interviews with the prospective candidate(s) at which the Board of Selectmen liaison (or alternative) is present.
- 4.) The committee members and Board of Selectmen liaison (or alternative) ask interview questions of the applicants. Note: Interview questions must be reviewed by Human Resources prior to the interview meeting.
- 5.) The committee (only) votes and makes their recommendation to the full Board of Selectmen.
- 6.) Following receipt of the recommendation from the committee, the full Board of Selectmen will vote on the applicant(s) as presented.

For new vacancies on regulatory boards and committees (i.e., Zoning Board of Appeals, Board of Health and Conservation Commission):

- 1.) Talent Bank Applications are received by Town Manager's office.

- 2.) Staff forwards the applications to the respective board or committee chair and all Board of Selectmen members.
- 3.) The committee schedules a meeting of their membership for interviews with the prospective candidate(s) at which the Board of Selectmen committee liaison and one (1), pre-determined Board of Selectmen member are present.
- 4.) The committee members and both Board of Selectmen members ask interview questions of the applicants. Note: Interview questions must be reviewed by Human Resources prior to the interview meeting.
- 5.) The committee (only) votes a recommendation to the full Board of Selectmen.
- 6.) Following receipt of the recommendation from the committee, and input and recommendation from the BOS liaison members, the full Board of Selectmen will vote on the applicant(s) as presented.

The rationale is that this process provides the Board of Selectmen the opportunity to be more engaged in reviewing the Talent Bank forms and interviewing the proposed candidates for a specified open seat. Further, the process is designed to be fair and to provide transparency via an open, posted meeting of that board/committee seeking to fill a vacancy.

Once this process is clarified, we will be sure to post it on the Town's website. The Talent Bank form (which is already on the website) can reside on a "Volunteer" page – or whatever name we determine - so that it is easily accessible. Finally, we can also send out vacancy notices via Town News as another notification option.

As always, if you have any questions, please let me know.