

Falmouth Town Council Ad-Hoc Governance Committee

Outcomes of a Joint Meeting with Council Appointed Boards and Committees Chairs

February 27, 2008

Goals

A. Appointments process.

- Re-alignment of terms in 2008/9 with staggered terms. All terms should begin and end at one time during the year (close to a calendar year schedule).
- Ensure Web application for appointments functions correctly to avoid losing qualified candidates.
- Provide clear and concise communication/direction on appointment process. *Example of poor communication: when an applicant is not available for an interview and it is mistakenly understood that the candidate is not interested in the position.*
- Establish consistent attendance policies for each board and committee.
- Council Appointments Committee should ask committee and board chairs for input on all appointments. Chairs will use their discretion whether additional input is necessary from their committee/board.
- Invite but do not obligate chairs to attend candidate interviews with the Council Appointments Committee.
- Incumbents should receive priority for reappointment before active recruiting and advertising.

B. Lifecycle of committees/boards.

- Each committee/board should review current mission/charge and recommend updates to the Governance Committee.
- The group chose not to consider sunset clauses or term limits at this time but did suggest a standard process during annual work planning and reporting to the Council that asks the question: “Should the committee/board continue to exist?”

C. Council, Staff and Committee/Board Relationships and Roles.

- Each committee/board (with staff assistance) should develop an annual work plan and report annually to the full Council.
- Staff shall provide assistance at a level deemed appropriate by each committee/board.
- Council Liaisons should *check in* with their respective committee/board at least once each quarter.
- Some committees/boards do not have Council liaisons. The group determined that the Council should consider a Council liaison for all committees/boards.

D. Web site, annual milestones, budget requests, reports, agendas, minutes, etc.

- Agendas and minutes should be prepared by each committee/board (with staff assistance as deemed necessary). The level of detail will be up to each board of committee to determine with the exception of minimum requirements for quasi-judicial boards.
- Work plans, budget requests, annual reports, and appointments should all occur generally at the same time between September and February. Clear directions will be provided prior to these assignments and staff will provide assistance.
- The Web site should be utilized to its fullest extent.

Successes (According to the Committee Rep)	Missed Opportunities Lessons Learned (According to the Committee Rep)
CPAC <ul style="list-style-type: none"> • Conservation Zoning 	CPAC <ul style="list-style-type: none"> • Conservation zoning amendment took too long to develop. • Did not keep the Council informed enough during Conservation zoning development process.
FTAC <ul style="list-style-type: none"> • Development of RTG trail system. • Worked well with other groups. 	FTAC <ul style="list-style-type: none"> • Failure of FTAC to work as a group during the past 2+ years. • Not enough content on the FTAC portion of the Town's Web site.
Harbor Committee <ul style="list-style-type: none"> • Cohesive membership that is well informed. • New staff is performing with excellence (Harbor Master, Deputy Harbor Master, and Rangers). • They have a clear vision (long and short term). 	
Open Space Acquisition <ul style="list-style-type: none"> • Greening of Falmouth Report • \$5.0 Million appropriation voter approval. • Hired qualified Ombudsman • Acquired land. • Developed land acquisition rating guide. • Good use of sub-committees and sub-groups. • Diverse committee membership. 	
Conservation Commission <ul style="list-style-type: none"> • Outdoor wood boiler prohibition ordinance. • Pilot study for invasive plant species (management, eradication, etc) on Mackworth Island. • Ongoing natural resources review and ordinance amendment development. 	Conservation Commission <ul style="list-style-type: none"> • Wetlands ordinance review in 2006 did not materialize. It was not derived out of the Conservation Commission but the positive results of the ongoing natural resource review are a great turn of events for these related topics.

Library <ul style="list-style-type: none"> • New fund raising efforts - \$5,000. • Consistent and persistent discussions on building renovation and addition needs. 	Library <ul style="list-style-type: none"> • Little has been accomplished with building improvements/addition needs. • Need to confirm Web site links to and from the Town's Web site.
Planning Board <ul style="list-style-type: none"> • Survived staff transition period quite well. Very pleased with Amanda and Ethan (rely on Ethan for many matters but also depend in Amanda for major projects and input). Members of the Board work very well with each other. • They are always looking for efficiencies in process. 	
Human Services Committee <ul style="list-style-type: none"> • The members work well with each other. • They try to be aware of new agencies and services. • Agencies meet with the Committee when necessary. • Town report listing of all agencies. 	Human Services Committee <ul style="list-style-type: none"> • Not enough money to give to agencies providing services to Falmouth citizens.
RACPAC <ul style="list-style-type: none"> • Region 1 soccer tournament was successful (thanks to staff). • Books/brochures are excellent. • On-line application process is successful. 	RACPAC <ul style="list-style-type: none"> • Staffing is not predictable at meetings. • Not sure what is going on – this is troubling the committee. • Need more instructors for adult programming (consider recruiting on the Web site). • Need to develop focus, purpose, mission, charge, etc.
Recycling Committee <ul style="list-style-type: none"> • Curbside collection program. • Improved recycling in schools. 	Recycling Committee <ul style="list-style-type: none"> • Need more visibility with the public. • Need to improve presence on the Web site. • Need to work more with Cumberland.