

9-12-010

**BOARD OF SELECTMEN
Chapter 9-12**

APPOINTMENTS

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- 9-12-010** **Appointments to Boards and Committees**

[Amended BOS 01-22-1996]

[Amended BOS 02-25-2019]

Applicant Database

1. A citizen interested in serving on a Board, Committee, or Commission ("BCC") must submit an application to the Selectmen's Office on the form provided therefor. Resumes, including relevant experience and/or training should be provided whenever possible.
2. An application may be submitted even though there is no current vacancy or imminent term expiration for the BCC(s) of interest. The Selectmen's Office shall maintain a file of submitted applications, which will be inspected for interested applicants as BCC vacancies and term expirations occur.
3. Any application received, whether a position is currently vacant or not, shall be maintained on file in the Selectmen's Office for a period of six months from the date it is received. It is the responsibility of the applicant to update the application as needed to ensure the information remains current and accurate with respect to applicant's BCCs of interest, qualifications, and contact information.

Public Notice of Vacancies and Term Expirations

1. Notice of BCC vacancies and upcoming term expirations shall be posted at the Town Clerk's office, on the Town web site, and on the cable television Government Access channel and shall include the name of the BCC, directions on how to apply and a contact telephone number.
2. A vacancy shall be posted continuously for as long as it goes unfilled.
3. Upcoming BCC term expirations shall be posted coincident with the Interview Subcommittee's annual review period for BCC reappointments.

Interview Subcommittee

1. Interviews shall be conducted by an Interview Subcommittee, which is composed of two members of the Board of Selectmen appointed by the Chair.
2. Interviews shall be conducted in an Open Meeting of the Interview Subcommittee, with meeting agenda posted in advance, and meeting minutes recorded that accurately reflect the substance of the interviews. The public is welcome to observe the proceedings but will not be invited to participate.
3. If an Interview Subcommittee member has a conflict of interest with respect to a BCC candidate, the Chair will appoint an alternate member of the Board of Selectmen to serve in place of the conflicted subcommittee member for the interviews of all candidates vying for that BCC position. As a matter of convenience and practicality, the alternate may serve in place of the primary subcommittee member for all other interviews conducted in that meeting.

Appointment to Fill a Vacancy

1. Upon the receipt by the Board of Selectmen of a resignation from any person serving on a BCC under the jurisdiction of the Board of Selectmen, or upon knowledge by the Board of a vacancy created by a person's death or departure from Town or by other means, the Selectmen's Office shall place a public notice of the vacancy.
2. Public notice shall remain in effect for a minimum of two weeks during which interested citizens may submit an application or update an application already submitted.
3. The Selectmen's Office shall consult applications on file and confirm whether any applicants who have expressed interest in the BCC position still wish to be considered.
4. After the minimum vacancy notice has elapsed, if there are no applicants for the vacant BCC position, action will be postponed until at least one application for the vacant BCC position is submitted.
5. The Selectmen's Office, in coordination with the Interview Subcommittee, shall schedule an interview with each BCC applicant.
6. The Chair (or their designee) of the BCC for which an appointment to fill a vacancy is to be made shall be offered the opportunity to participate in the interview of the applicants.
7. The Interview Subcommittee meeting minutes, possibly in draft form, shall be made available to the other members of the Board of Selectmen at the next regularly scheduled Selectmen's meeting.
8. The Interview Subcommittee has the discretion as to whether or not to move an appointment at a meeting of the Board of Selectmen.
9. The duration of the appointment shall be the remainder of the term of the vacated BCC position, after which the appointee may be considered for reappointment.
10. The Selectmen's Office shall notify all applicants, in writing, of the disposition of the appointment.

9-12-011 Reappointments to Boards and Committees

[Amended BOS 01-22-1996]

[Amended BOS 02-25-2019]

Reappointment Following a Term Expiration

1. No later than February 1 of each year, the Selectmen's Office shall post a public notice of BCC positions whose terms are set to expire on April 30 of that year; shall notify the incumbents in those BCC positions to solicit their interest in reappointment; and shall examine applications on file for citizens who have expressed interest in serving on those BCCs. Application submissions and/or updates, and responses from incumbents, shall be required to be returned to the Selectmen's Office no later than February 28.
2. The Selectmen's Office shall provide the Interview Subcommittee with a list of pending reappointments /vacancies and new applicants, on or about March 10 of each year.
3. For each incumbent seeking reappointment, the Interview Subcommittee shall request a review of performance from amongst: the Selectmen's liaison to the BCC; other BCC members; administrative personnel working with the BCC. Public input will be considered but shall not be actively pursued. Criteria for such review may include, but shall not be limited to: attendance; participation; ability to work constructively with other members of their BCC and respective Town department; responsiveness to the public's needs; and the understanding of Town government and the relationship of the Board to the government as a whole.
4. The Interview Subcommittee shall interview all new applicants. An interview of an incumbent is not required, but shall be held if requested by either the Interview Subcommittee or the incumbent.
5. An incumbent is neither entitled to reappointment, nor obligated to continue to serve.
6. The Selectmen's Office, in coordination with the Interview Subcommittee, shall schedule an interview with each BCC applicant.
7. The Interview Subcommittee meeting minutes, possibly in draft form, shall be made available to the other members of the Board of Selectmen at the next regularly scheduled Selectmen's meeting.
8. The Interview Subcommittee has the discretion as to whether or not to move an appointment at a meeting of the Board of Selectmen.
9. The Selectmen's Office shall notify all applicants, in writing, of the disposition of the appointment.

9-12-030 Appointment of police officers

A. The Chief of Police shall advertise and receive all applications for the position of permanent or special police officers and submit them to the Board of Selectmen for its review and information.

B. From these applications, the Chief of Police shall select for further evaluation the person or persons which in his judgment appear to qualify.

C. Upon the completion of the evaluation, the Chief of Police shall submit a recommendation to the Selectmen.

D. Upon receipt of the Chief's recommendation, the Board of Selectmen shall take action.

E. Reappointment of all police officers as recommended by the Chief of Police and approved by the Board of Selectmen shall commence on July 1 of each year.

(Prior code § 183-11)

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