



## Town of Brewster

2198 Main Street  
Brewster, MA 02631  
[www.brewster-ma.gov](http://www.brewster-ma.gov)  
Phone: (508) 896-3701

Office of:  
Select Board and  
Town Administrator

### BREWSTER SELECT BOARD POLICY #6A

#### SELECT BOARD JOINT APPOINTMENTS TO TOWN COMMITTEES

Date Adopted: \_\_\_\_\_

#### A. DEFINITIONS

1. **Committee:** Any multiple-member public body, including boards and commissions.
2. **Elected committee:** A committee in which the members are elected by town voters.
3. **Public body:** All multiple-member committees, boards and commissions, elected or appointed, or otherwise authorized under state law, town charter, or as appropriate, by the Select Board, to serve a public purpose.

#### B. PURPOSE

1. This policy describes the process used, under MGL Ch 41, Sec. 11, to appoint volunteers to fill vacancies on Town committees, boards and commissions where members are elected.
2. Under such circumstances, if there is a vacancy on a committee consisting of two or more members, the remaining members of the Committee are required to provide notice of the vacancy to the Select Board within one month of the vacancy. Thereafter, the Select Board and the remaining members of the committee experiencing the vacancy, will make joint appointments to fill the vacancy by a roll-call vote.
3. The Town encourages resident involvement in decision-making through participation on committees, boards, and commissions, and relies on qualified volunteers playing active committee roles.
4. The appointing authorities seek to appoint qualified Brewster residents who are broadly representative of the demographics and experiences of residents in Town and whose skill set matches the particular committee's needs. The Town aims to have balanced and diverse representation on committees wherever feasible.
5. Town of Brewster employees may be appointed at the appointing authorities' discretion, subject to Conflict of Interest laws and any other applicable general or special law, charter provision, or bylaw.

#### C. APPLICABILITY. This policy applies to vacancies on the following public bodies:

1. Board of Health
2. Housing Authority
3. Brewster School Committee
4. Nauset Regional School Committee - Brewster seats

5. Old Kings Highway Historic District Committee
6. Planning Board
7. Recreation Committee

#### **D. SELECTION CRITERIA**

1. Applicant is registered to vote in Brewster.
2. Successful applicants will demonstrate:
  - a. Broad perspective and concern for Brewster's welfare and progress;
  - b. Familiarity with Brewster's issues, government processes, and plans, including without limitation the Vision Plan.
  - c. Interest in duties and responsibilities of the committee, board, or commission under consideration;
  - d. Willingness to devote time and effort toward the committee's work;
  - e. Basic awareness and understanding of pertinent laws, bylaws, regulations, and policies;
  - f. Relevant professional and/or personal experience/expertise;
  - g. Effective teamwork and communication skills; and,
  - h. Commitment to carrying out the duties of the committee in the best interest of the Town according to applicable law and regulations and not to advance or create the appearance of advancing a personal agenda;
3. Under the Town Charter, no person who has been recalled from an office or who has resigned from office following the filing of a recall petition shall be appointed to any Town office within 2 years after such recall or such resignation.

#### **E. PROCESS FOR JOINT SELECT BOARD APPOINTMENTS TO VACANCIES ON ELECTED PUBLIC BODIES** (See chart that follows)

1. **Advertising** (*Responsibility: Town Administration*)
  - a. Vacancy notices are posted with guidance on how to apply.
2. **Application Initial Review** (*Responsibility: Town Administration*)
  - a. Applicant submits application and other materials to the Town Administrator's office.
  - b. Upon receipt, staff reviews application for completeness and, if satisfied that the application is complete, forwards the application to the Town Clerk.
3. **Eligibility Confirmation** (*Responsibility: Town Clerk*)
  - a. The Town Clerk notes the applicant's voting status on the "Committee Screening and Recommendation Form" and returns the form to Town Administration who then forwards the application materials to the Select Board Liaison.
4. **Notice of Committee Appointment** (*Responsibility: Town Administration*)
  - a. Applicant materials are published in the Select Board meeting packet and in the meeting packet of the committee on which the vacancy has occurred at a meeting at least one week prior to the date on which the joint committee will vote on the appointment. The agenda item for the

joint appointment must be posted by both the Select Board and the committee on which the vacancy has occurred, with the name of the candidate to fill the vacancy, if known.

**5. Joint Deliberation and Vote** (*Responsibility: Select Board and Second Public Body*)

- a. A joint meeting of the Select Board and the committee with the vacancy is convened.
- b. Appointment to fill the vacancy is by a simple majority vote of all officers entitled to vote. The vote to fill the vacancy must be by roll-call.

**6. Notification** (*Responsibility: Town Administration*)

- a. Town Administration then notifies the applicant of the Select Board and committee's decision:
  - i. If appointed, Town Administration notifies the applicant of appointment and directs the appointee to be sworn in by the Town Clerk before participating in a public meeting. The appointment certification form is forwarded by Town Administration to the appointee and the Town Clerk, along with the required Certification of Compliance with any applicable laws, including without limitation the Open Meeting Law, Public Records Law, and Conflict of Interest Law.
  - ii. If not appointed, Town Administration notifies the applicant; other vacancies may be considered and the application can be kept on file.

Approved by the Brewster Select Board on:

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Cynthia Bingham, Chair

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David Whitney, Vice Chair

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Edward Chatelain, Clerk

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Mary Chaffee

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Kari Hoffmann

## FLOWCHART: SELECT BOARD JOINT APPOINTMENT PROCESS FOR ELECTED COMMITTEE VACANCIES

**APPLICABILITY:** This process applies to appointments to vacancies on these public bodies where the Select Board and the committee with a vacancy jointly vote to appoint:

- Board of Health
- Housing Authority
- Brewster School Committee
- Nauset Regional School Committee - Brewster seats
- Old Kings Highway Historic District Committee
- Planning Board
- Recreation Committee

**ADVERTISING:** Town Administration (TA) advertises committee vacancies.

**APPLICATION:** Applicants submit applications to TA Office.

**APPLICATION INTAKE & INITIAL REVIEW:** TA reviews applications for completeness; forwards to Town Clerk.

**ELIGIBILITY CONFIRMATION:** Town Clerk confirms applicant's voter status and eligibility for appointment; returns application to Town Administration.

**NOTICE OF PROPOSED APPOINTMENT (MEETING #1)**

- Application materials are included in Select Board meeting packet and meeting packet of committee experiencing the vacancy at least one week prior to joint meeting deliberation and vote.

**JOINT DELIBERATION AND VOTE (MEETING #2)**

- Select Board and committee experiencing the vacancy meet jointly to deliberate and vote.
- Simple majority of all officers entitled to vote determines outcome.

**APPLICANT IS APPOINTED**

**NOTIFICATION:** Applicant and Town Clerk are notified of appointment.

**SWEARING IN** Applicant sworn in by Town Clerk and Committee service begins.

**APPLICANT NOT APPOINTED**

**NOTIFICATION.** Other vacancies may be considered & application kept on file.

## Appendix A

### Town of Brewster COMMITTEE APPOINTMENT APPLICATION FOR JOINT APPOINTMENTS

#### APPLICANT DIRECTIONS:

- Thank you for your interest in serving Brewster. The Town aims to match applicants with committee service best aligned to your skills and interests as well as the committee's needs.
  - The Town may consider the information in this application, any supplemental information, and any other publicly available information. An appointment to any committee, board or commission is at the discretion of the appointing authority.
  - Please complete this form online, or on paper, and submit a résumé if desired to Erika Mawn, Town Administrator's Executive Assistant:
    - Email: [EMawn@Brewster-MA.gov](mailto:EMawn@Brewster-MA.gov)
    - Mail: Erika Mawn, 2198 Main St., Brewster, MA 02631, or
    - In person: Town Administrator's Office or drop-box outside Town Hall.
  - After your application materials are received, you'll be contacted regarding next steps. Vacancies will be filled by applicants deemed best qualified to serve in a particular capacity. Submitting this form does not guarantee appointment.
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1. **Applicant name:**

2. **Address:**

3. **Phone numbers:** Home:

Cell:

4. **Email:**

5. **Are you a full-time Brewster resident?** ☐ Yes ☐ No

6. **Years you've lived in Brewster:**

7. **Are you registered to vote in Brewster?<sup>1</sup>** ☐ Yes ☐ No

8. **Committee you'd like to be appointed to:**

**NOTE:** *You may attach a résumé or CV instead of completing items 9-13.*

9. **EDUCATION.** List schools attended, degrees/diplomas/certificates received, and date of completion.

10. **OCCUPATION:** ☐ Active ☐ Retired ☐ Not working at this time

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- 11.EMPLOYMENT EXPERIENCE.** List employers, job titles and dates of employment for at least previous 3 years.
- 12.GOVERNMENT POSITIONS.** List any Town of Brewster or other government volunteer, elected, or appointed positions you now hold or have held.
- 13.COMMUNITY ACTIVITIES.** List all civic, non-profit, or other organizations that you belong to or have belonged to in the previous 5 years:
  - a. Organizations and dates:
- 14.GOALS:** Please explain why you'd like to serve on a particular committee, board or commission.
- 15.EXPERIENCE & SKILLS:** Please list any experiences, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.
- 16.TOWN EMPLOYMENT:** Are you or any member of your immediate family employed by or receiving financial consideration from the Town of Brewster?
- 17.CONFLICTS OF INTEREST.** Do any of your activities or relationships present the possibility or probability of a conflict of interest if you are appointed?  
(Does not automatically disqualify but may need to be disclosed)
- 18.LOCAL REFERENCES:** Please provide the names and contact information for references (Brewster residents preferred):
  - a. Name:  
Address:  
Phone:  
Email:  
Relationship to you:
  - b. Name:  
Address:  
Phone:  
Email:  
Relationship to you:

**19.ADDITIONAL INFORMATION. Please add any additional information you'd like.**

**20.SIGNATURE. By signing below, you state that you understand and agree.**

- My completion of this form does not guarantee my appointment and my application will be kept on file for two (2) years.
- If appointed to a position, I will be considered a Municipal Employee under MGL Ch. 268A and will be subject to:
  - Massachusetts Conflict of Interest Law, MGL Ch. 268A;
  - Massachusetts Financial Disclosure Law, MGL Ch. 268B,
  - Massachusetts Open Meeting Law, MGL Ch. 30A, Sections 18-25, and the implementing regulations, 940 CMR 29.00;
    - Massachusetts Public Records Law, MGL Ch. 66, and the implementing regulations, 950 CMR 32.00;
  - Massachusetts Campaign Finance Law, MGL Ch. 55; and
  - Brewster Charter, when in force, and Town bylaws, and all other applicable federal, state, and local laws or regulations.
- If appointed I must be sworn in by the Town Clerk before serving, and I will complete State Conflict of Interest training after appointment, as well as any other certifications required by law.
- When submitted, I understand that this form becomes a public document.

Signature:

Date:

## Appendix B

### JOINT COMMITTEE APPLICATION SCREENING AND ACTION FORM

**Applicant Name**

**Committee Vacancy**

#### 1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter: ☐ Yes ☐ No
- b. Identification of Appointing Authority: Select Board and

#### 2. JOINT APPOINTING AUTHORITY ACTION

- a. At a joint meeting of the Select Board and the (committee with vacancy)  
held , the Applicant was:
  - i. ☐ Appointed to a term ending year term.
  - ii. ☐ Not appointed

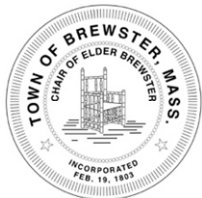
#### 3. NOTIFICATION OF APPOINTEE AND TOWN CLERK

- a. Date notification of appointment sent to appointee and Town Clerk:



## Appendix C

### 1. Appointment Letter



**Town of Brewster**  
2198 Main Street  
Brewster, MA 02631  
[www.brewster-ma.gov](http://www.brewster-ma.gov)  
Phone: (508) 896-3701

Office of:  
Select Board and  
Town Administrator

[Date]

Dear [Applicant Name],

Thank you for applying for appointment to a Town of Brewster Committee. I am pleased to inform you that on [date], you were appointed to:

[Name of Committee]

Your term will end:

[Term end date]

Please contact the Town Clerk to arrange your swearing in, which must be done prior to your participation in your first committee meeting.

Colette Williams, Town Clerk  
2198 Main St., Brewster, MA 02631  
Phone: (508) 896-4506  
Email: [townclerk@brewster-ma.gov](mailto:townclerk@brewster-ma.gov)

Thank you for your willingness to serve our community.

Sincerely,

Peter Lombardi  
Town Administrator

## 2. Non-appointment Letter



### **Town of Brewster**

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Phone: (508) 896-3701

Office of:  
Select Board and  
Town Administrator

[*Date*]

Dear [*Applicant Name*],

Thank you for applying for appointment on a Town of Brewster Committee. You were not selected for this appointment, however we would like to retain your application. We would like to be able to consider you when a future committee vacancy opens that interests you, and for which your background and experience would be a good fit.

Volunteers make vital contributions to our community, and we appreciate your willingness to serve. If you have any questions about committee openings, please contact the Town Administrator's Office:

Phone: (508) 896-3701

Email: [townclerk@brewster-ma.gov](mailto:townclerk@brewster-ma.gov)

Committee Openings: <https://www.brewster-ma.gov/committee-openings>

Sincerely,

Peter Lombardi  
Town Administrator