

Appointment Procedure for Town Boards and Committees

The following are boards and committees for which the Board of Selectmen must appoint members.

Planning Board
Zoning Board of Adjustment
Conservation Commission
Economic Development Commission

Application Procedure

When vacancies become available all interested applicants must apply to the Board of Selectmen. This includes reappointment of candidates, alternates to the board, or any member of the community that would like an opportunity to serve on that board or commission.

Appointment Process

The process for initial appointments, reappointment, filling vacancies with alternates, or any interested member of the community is the same. The Board of Selectmen shall schedule a time and date on which they will consider applications and conducting interviews. All applicants will be notified of the time and date for application review. All candidates should attend the application review. The Board may excuse an applicant from an interview upon a recommendation from the Selectmen or a request from the applicant and upon a unanimous vote in favor by the Board of Selectmen. The Board of Selectmen shall conduct interviews and consider all applicants before making any appointments. There may be several interviews conducted during a course of a meeting. The Board of Selectmen reserves the right to take all candidates under consideration for a decision to be made at a later date. The Selectmen may also make decisions during the same meeting or chose to stagger appointment dates in order to establish seniority for alternates.

Filling Vacancies

The Board of Selectmen will consider criteria about each candidate that includes:

Attendance

- In the case of reappointment candidates and alternate candidates the Board of Selectmen will consider the written attendance record of each applicant.
- In the case of a new applicant candidate the Board of Selectmen will consider the applicants statements regarding their intention to attend meetings.

Potential for Conflict

- Candidates should be evaluated relative to the amount of potential for conflict their individual personal circumstances are likely to incur.

Knowledge

- In the case of re-applicant and alternate candidates, the Board of Selectmen will consider each candidate's knowledge of criteria applicable to the board or commission as applied for. Additionally, the Board of Selectmen will consider the knowledge that candidates have attained as a result of participation in educational seminars or classes sponsored by the Office of Energy and Planning, Strafford Regional Planning or any other education that relates to knowledge considered to be useful to the applicable board.
- In the case of a new applicant candidate the Board of Selectmen will consider the candidates practical knowledge. The Board of Selectmen will consider the candidate's receptivity and commitment to learn about criteria applicable to the board or commission of which they have applied. Additionally, the Board of Selectmen will consider how receptive the applicant is to participating in classes or seminars offered by the Office of Energy and Planning, Strafford Regional Planning Commission or any other education that relates to knowledge considered useful to the applicable board or commission.

Performance

- In the case of re-applicant and alternate candidates the Board of Selectmen will evaluate each candidate. The Board of Selectmen will determine how effectively they are accomplishing the duties required of their board or commissions, evaluate their level of participation, how effective they are working with other board members and their relationship with the general public.

Time Served

- In the case of re-appointment and alternate candidates the Board of Selectmen should consider the length of time served.

Consideration of needs for boards and commissions

Prior to making appointments the Board of Selectmen shall evaluate the current members of the board or commission individually and collectively for their attendance records, knowledge, performance, potential for conflict and time served.

After evaluation of the remaining board or commission members, the Board of Selectmen will determine necessary characteristics of replacement members

The Board of Selectmen shall consider the following objectives prior to making appointments.

The board or commission should be comprised with members and alternates that:

- Attend meetings sufficient to assure business of the board or commissions can be conducted.
- Have diverse backgrounds, levels of knowledge, vocations, career paths and interests.
- Have enough knowledge to perform the duties of the board or commission
- Are interested in advancing their knowledge by participation in educational opportunities by Strafford Regional Planning Commission, Office of Energy Planning and others.
- Have the ability to accomplish the duties required by their boards or commissions, work effectively with other board members, participate regularly and maintain favorable relations with the general public.

Following consideration of the entire foregoing appointment procedure, the Board of Selectmen should make appointments. **The Board of Selectmen will consider the appointment of the most senior board members whose term has expired prior to considering other candidates. Remaining applicants will be considered for appointment by the date of which their application was received.** In a situation upon which the candidates of whom satisfy the needs of the board or commission are equally qualified, the Board of Selectmen should appoint the most senior alternate that habitually attends meetings and participates on a regular basis.

The Board of Selectmen have complete and sole authority to make appointments. The Board of Selectmen reserves the right to consider any other criteria they may feel relevant in making appointments.

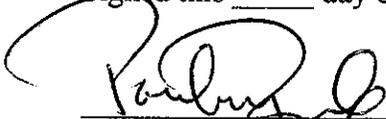
Oath of Office

Once an appointment has been made, the Selectmen will fill out and sign the attached form and deliver it to the Town Clerk/Tax Collector. The Selectmen's Secretary will contact the new appointee once the form is available at the Office of the Town Clerk/Tax Collector. It will then be the responsibility of the new appointee to arrange an appointment with the Town Clerk/Tax collector to take Oath of Office.

Please be advised that a new appointee is not a member until the appropriate paperwork has been turned into the Town clerk/Tax Collector or her duly authorized representative.

Farmington Board of Selectmen, Adopted 7-26-04
Amended May 8, 2006

Signed this _____ day of _____, 2006



Chairman Paula Proulx

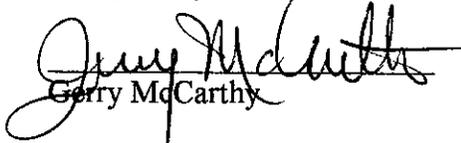


Vice Chair Paul Parker



George Meyer

Marty Gilman



Gerry McCarthy

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Please be advised that a new appointee is not a member until the appropriate paperwork has been turned into the Town Clerk/Tax Collector and the Oath Of Office has been taken with the Town Clerk/Tax Collector or her duly authorized representative.

Farmington Board of Selectmen, Adopted