



**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 #6**

### **SELECT BOARD APPOINTMENTS TO TOWN COMMITTEES**

Date Adopted: 11 / 01 / 2021

#### **A. DEFINITIONS**

1. **Ad hoc committee:** A committee formed for a limited period of time for a specific and temporary purpose.
2. **Advisory committee:** A committee that acts only in an advisory capacity to the Select Board with no authority to bind the Select Board, e.g., the Bikeways and Human Services Committees.
3. **Alternate member:** A committee member appointed to sit on the committee in the case of an absence, inability to act, or conflict of interest on the part of a regular member or in the event of a vacancy (Town Charter 5-3-1).
4. **Appointed committee:** A committee in which the members are appointed rather than elected.
5. **Committee:** Any multiple-member public body, including boards and commissions.
6. **Elected committee:** A committee in which the members are elected by town voters.
7. **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.
8. **Regulatory committee:** A committee with financial or regulatory authority granted by state law and/or town charter, e.g., the board of health, planning board, and school committee.
9. **Standing committee:** A permanent committee.

#### **B. PURPOSE**

1. **Appointing authority.** The Select Board is the appointing authority for all non-elected, multiple member committee positions. It appoints jointly with a second public body for certain elected committee vacancies (covered by a separate policy, number 6A, dated November 1, 2021). The Select Board may create and make appointments to ad hoc and advisory committees as it deems necessary. The Town Moderator is the appointing authority for certain committee positions not covered by this policy. (See Appendix A).
2. **Appointment process.** This policy describes the process used by the Select Board to appoint volunteers to Town committees, boards, and commissions where members are not elected.
3. **Resident involvement.** The Town encourages resident involvement in decision-making through participation on committees and relies on qualified volunteers

playing active committee roles.

4. **Appointment process goals.** The members of a committee should be selected so as to provide the strongest possible group for the handling of any task that may arise within the province of that committee. The Select Board seeks 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 Select Board aims to have balanced and diverse representation on committees wherever feasible.
5. **Town employees and non-Brewster voters.** Town of Brewster employees may be appointed to a committee at the appointing authority's discretion, subject to the Conflict of Interest law and any other general or special laws. Non-Brewster voters may be appointed to certain ad hoc and advisory committees. The Select Board will explicitly identify opportunities for non-Brewster voters to seek appointment to such committees. Town employees and non-Brewster voters appointed to serve on such committees will be full voting members unless otherwise outlined in the committee charge.

### **C. SELECTION CRITERIA**

1. The applicant is registered to vote in Brewster, with certain exceptions for appointed ad hoc and advisory committees, as discussed above.
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 (Charter 2-12-1-G).

### **D. REMOVAL BY SELECT BOARD FROM APPOINTED POSITION**

1. Under the Town Charter, any person appointed to a multiple member committee by the Select Board may be removed by the Select Board following written notice and the opportunity for a public hearing (Charter 5-1-1-B).

### **E. PROCESS FOR SELECT BOARD APPOINTMENTS TO NON-ELECTED COMMITTEES** (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 (see Appendix B) and other materials to 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 Application Screening and Action Form" and returns the form to Town Administration, who then forwards the application materials to the Select Board Liaison.
4. **Screening and Recommendation** (*Responsibility: Select Board Liaison*)
  - a. The Select Board Liaison assigned to the committee on which a vacancy has occurred conducts applicant screening, and then submits their recommendation to Town Administration staff, using "Select Board Committee Application Screening Form" (See Appendix C). Screening activities include reviewing application materials, interviewing applicant, and conferring with the committee chair.
5. **Notice of Proposed Appointment (Meeting #1)** (*Responsibility: Town Administration*)
  - a. For applicants recommended for appointment by the Select Board Liaison, the "Select Board Committee Application Screening Form" with the Liaison's recommendation and application materials are published in a Select Board meeting packet at least one week prior to the meeting at which a vote on the appointment will be held.
6. **Select Board Vote (Meeting #2)** (*Responsibility: Select Board*)
  - a. The recommended appointment is placed on Select Board meeting agenda, including the name of the candidate, if known.
  - b. The Select Board deliberates on the recommended appointment and votes.
  - c. A simple majority vote is required to confirm or reject the appointment.
7. **Notification of Decision** (*Responsibility: Town Administration*)
  - a. Town Administration then notifies the applicant of the Select Board's decision:
    - i. If appointed, Town Administration notifies the applicant of their appointment and directs the appointee to be sworn in by 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 the applicant is not appointed, Town Administration notifies the

applicant; other vacancies may be considered and the application can be kept on file.

**F. APPOINTMENTS TO AD HOC COMMITTEES** (*Responsibility: Town Administration and Select Board*)

1. The Select Board may request the Town Administrator perform screening and make recommendations to the Select Board for appointments to ad hoc committees.
2. The same application form is used as with standing committee applications and the same two meeting publication processes will be used (though no Select Board Liaison recommendation occurs).
3. For ad hoc committees, Town Administration will evaluate applications and forward recommendations to the Select Board for deliberation and vote at a public meeting.
4. The Select Board will clearly identify opportunities that non-Brewster voters are eligible to apply for.

**G. RE-APPOINTMENT TO COMMITTEE** (*Responsibility: Town Administration and Select Board*)

1. Committee members whose terms are expiring should notify Town Administration, by email or in writing, if they wish to be re-appointed no later than 30 days before the end of their term.
2. For members wishing to be re-appointed, Town Administration will notify the Select Board Liaison to the Committee and the Committee Chair.
3. The Select Board Liaison will consult with the Committee Chair and inform Town Administration of a recommendation for re-appointment.
4. If a committee member is recommended for re-appointment:
  - i. Meeting #1: Town Administration will publish member's request for re-appointment and re-appointment recommendation by the Select Board Liaison in a Select Board packet at least one week prior to the meeting at which a vote on re-appointment will be held.
  - ii. Meeting #2: The recommendation for re-appointment will be placed on the Select Board meeting agenda, including the member's name. The member's request for re-appointment and the Select Board Liaison's recommendation for re-appointment will be published in Select Board meeting packet.
  - iii. A simple majority vote is required to confirm or reject the re-appointment.
5. If a member does not wish to be re-appointed, a vacancy will be added to the Town-maintained committee vacancy list.

**H. APPOINTMENTS TO COMMITTEES COMPRISED OF OTHER COMMITTEE MEMBERS** (*Responsibility: Town Administration and Select Board*)

1. Certain Town Committees are formed of members representing other Town committees and departments, e.g., the Water Quality Review Board and the Brewster Affordable Housing Trust.
2. The Select Board makes appointments to these committees based on the recommendation of the contributing committee and/or applicable Town bylaws or charter provisions.

Approved by the Brewster Select Board on:

*CABingham*

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Cynthia Bingham, Chair

*David Whitney*

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David Whitney, Vice Chair

*Edward B Chatelain*

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Edward Chatelain, Clerk

*Mary Chaffee*

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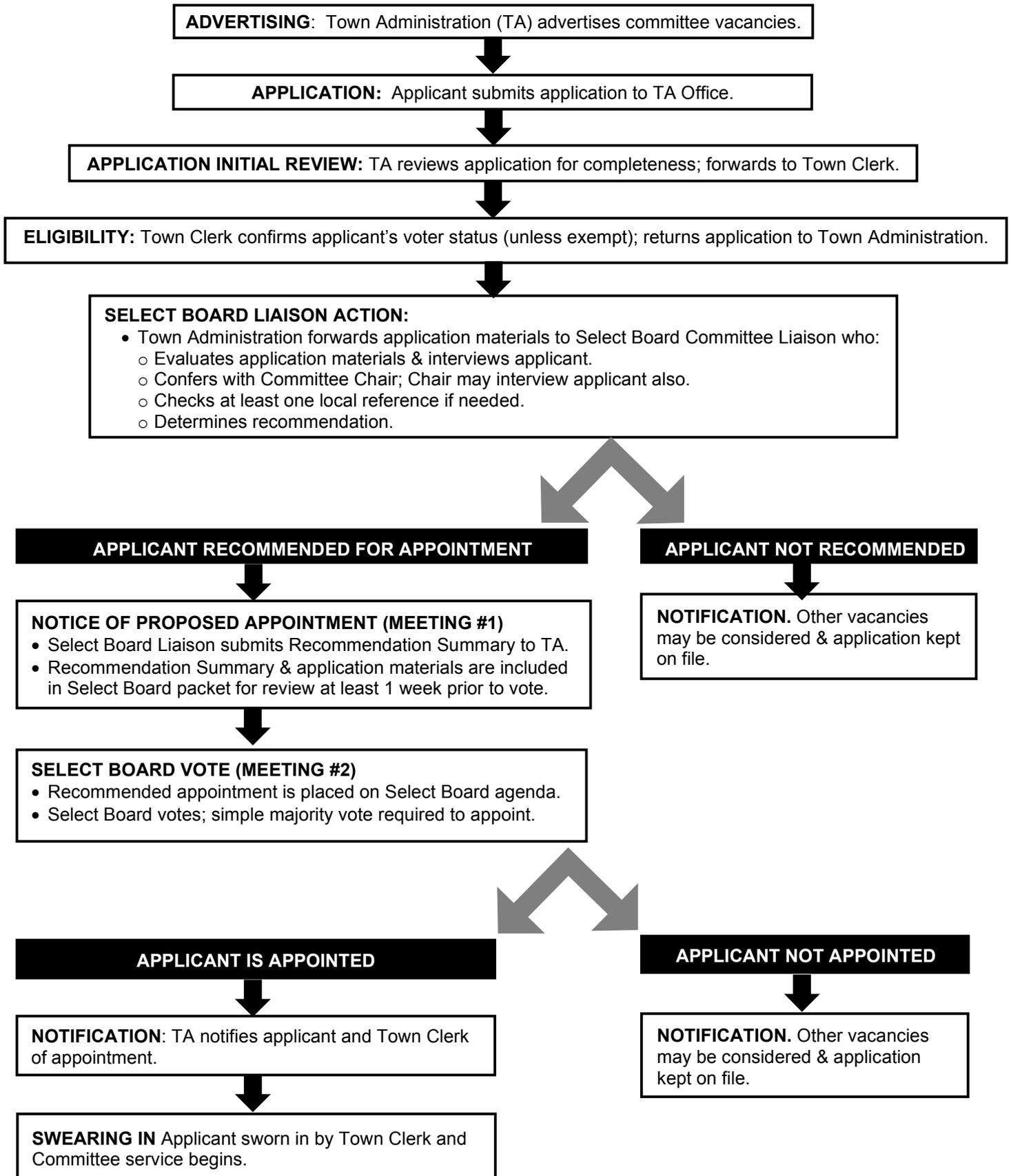
Mary Chaffee

*Kari S. Hoffmann*

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Kari Hoffmann

## FLOWCHART: SELECT BOARD APPOINTMENT PROCESS FOR NON-ELECTED COMMITTEE VACANCIES



**Appendix A  
Town of Brewster Committee Appointing Authorities**

<b>APPOINTING AUTHORITY</b>	<b>RESPONSIBLE FOR APPOINTMENTS TO:</b>
Select Board	<ul style="list-style-type: none"> <li>• All multiple member non-elected committees*</li> <li>• Ad hoc committees*</li> <li>• Town Moderator vacancy</li> <li>• Town Constable vacancy</li> <li>• Old Kings Highway Historic District Committee – 1 seat (under charter)</li> <li>• Housing Authority – 2 seats (state law)</li> </ul>
Select Board and Second Board with Joint Authority (see separate policy)	<p>Vacancies on elected public bodies:</p> <ul style="list-style-type: none"> <li>• Board of Health</li> <li>• Housing Authority</li> <li>• Brewster School Committee</li> <li>• Nauset Regional School Committee - Brewster seats</li> <li>• Old Kings Highway Historic District Committee</li> <li>• Planning Board</li> <li>• Recreation Committee</li> </ul>
Town Moderator	<ul style="list-style-type: none"> <li>• Finance Committee (all seats)</li> <li>• Audit Committee (1 seat)</li> <li>• Deputy Town Moderator</li> <li>• Cape Cod Technical High School Committee Brewster representatives in accordance with regional school district agreement</li> </ul>
Finance Committee	<ul style="list-style-type: none"> <li>• Audit Committee (2 seats)</li> </ul>

\*Appointments managed under this Select Board policy.

## Appendix B

### Town of Brewster SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

#### 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 Select Board.
  - 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, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.
- 

1. **Applicant name:**

2. **Address:**

3. **Phone Numbers:** Home: \_\_\_\_\_ Cell: \_\_\_\_\_

4. **Email:**

5. **This is an application for:**  Full member status  Alternate status

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

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

8. **Are you registered to vote in Brewster?**  Yes  No

9. **Committees you are interested in serving on in order of preference:**

- a.
- b.
- c.

**NOTE: You may attach a résumé or CV instead of completing items 10-14.**

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

**11. OCCUPATION:**  Active  Retired  Not currently working

**12. EMPLOYMENT EXPERIENCE.** List employers, job titles and dates of employment for at least previous 3 years.

**13. GOVERNMENT POSITIONS.** List any Town of Brewster or other government volunteer, elected, or appointed positions you now hold or have held.

**14. 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:

**15. GOALS:** Please explain why you'd like to serve on a particular committee.

**16. EXPERIENCE & SKILLS:** Please list any experience, achievements, skills, or interests you have that would assist you to serve effectively on the committee you wish to serve on.

**17. TOWN EMPLOYMENT:** Are you or any member of your immediate family employed by or receiving financial consideration from the Town of Brewster?

**18. 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)

**19. 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:

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

**21. 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 C

### SELECT BOARD COMMITTEE APPLICATION SCREENING FORM

**Applicant Name**

**Requested Committee**

#### 1. TOWN CLERK REVIEW

- a. Applicant is a registered Brewster voter:  Yes  No  
b. Date confirmed

#### 2. SELECT BOARD LIAISON RECOMMENDATION TO SELECT BOARD

**a. Select Board Liaison Applicant Interview:**

- i. Interviewer name (Select Board Liaison):  
ii. Interview date:

**b. Select Board Liaison Consultation with Committee Chair:**

- iii. Committee Chair name:  
iv. Consultation date:  
v. Did Committee Chair also interview applicant?  Yes  No

**c. Was at least 1 Brewster reference contacted:**  Yes  No  N/A

**d. Select Board Liaison Recommendation:**

- i.  Recommend appointment.  
ii.  Recommend appointment to other committee that is a better fit for applicant qualifications.  
iii.  Recommend holding application for future opening.  
iv.  Not recommended.

#### 3. SELECT BOARD ACTION

- a. At a Select Board meeting held \_\_\_\_\_, the Applicant was appointed to  
for a term ending \_\_\_\_\_ year term.

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

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

## Appendix D

### 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 \_\_\_\_\_,

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:

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 a 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**  
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 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 or visit the Town website to review openings.

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

## Appendix B

### Town of Brewster SELECT BOARD COMMITTEE APPOINTMENT APPLICATION

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  - 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 Select Board.
  - 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, which discretion lies solely with the appointing authority. Submitting this form does not guarantee appointment.
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a. Organizations and dates:

**15. GOALS: Please explain why you'd like to serve on a particular committee.**

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**18. 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)**

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a. Name:  
Address:  
Phone:  
Email:  
Relationship to you:

b. Name:  
Address:  
Phone:  
Email:  
Relationship to you:

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

**21. 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;
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  - 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: