



**Residents' Advisory Committee (R.A.C.)  
April 23, 2019 – 10:00 AM  
First Floor Meeting Room, Town Hall  
4 Boltwood Avenue**

**Minutes**

Members Present: Keisha Dennis, Connie Kruger, Jim Pistrang

Others Present: Town Manager, Paul Bockelman; Community Participation Officer, Jennifer Moyston; Community Participation Officer, Angela Mills

Call to order at 10:11am

Approval of the minutes - Unanimous vote to approve the minutes from the R.A.C minutes from 04/09/2019

Unanimous decision to post the minutes as DRAFT minutes to the Town website and then will go up as APPROVED minutes once voted upon and approved by Committee members.

**Discussion**

Review of Town Board and Committee Interviews since last R.A.C. meeting:

R.A.C. members reported on the candidate interviews for the Council on Aging. They had a bunch of interviews and it was exciting to see the quality of candidates.

- Fifteen minutes was challenging for some candidates
- People commented that they appreciated the interview process

R.A.C. members reported on the interviews for Human Right Commission

- Excellent candidate pool and people seemed ready to contribute to Town cause

R.A.C. members reported on the Historic Commission Interviews

- Chair of one committee was unable to attend first round of interviews
- People on their Community Activity Form (CAF) who only named one committee or board tend to give a better narrative of their expertise and experience than people who checked four or five committees and boards on their CAF

- Take a longer look at the optional information that we collect on the CAF and couch it in a different way or explain why we ask for the information more easily
  - Looking to expand the reporting or the progress of diversifying our Town Boards and Committees
- Maybe ask people during the interview process to answer demographic information

### **Discussion of the Interview Process**

Prepared list of questions? Should there be a written list?

- Four questions
  - Why are you interested in this committee?
  - What would your focus be if you were on this committee?
  - What are the needs of the community in our town?
  - What are your qualifications to serve?
  - Questions were written down after the first interview
- For consistency – should RAC recommend generic questions or should that be handled by staff liaison and committee chair?
  - Might be nice to have written questions for the interview team
- Planning Board and ZBA – the Town Council formulated handouts for candidates to review and prepare for their interviews
- Some Committees have legal actions that they undertake and some are advisory only – so different levels of responsibility
  - Want people to do their homework and not everybody will do so

How can we strengthen the system? Encourage people to read the charge

- Link in the charge sheet and the Committee web page when confirming people's appts for interviews
- Maybe ask for ranking of opinions when they choose more than one board or committee?
- If expressing an interest in multiple committees, please comment on all of them -- make it plural instead of singular on the CAF form

### **UPCOMING INTERVIEW CALENDAR**

- LSSE – May 2 = Jim Pistrang
- Conservation Commission = Jim Pistrang
  - GO MORNINGS for all Committee interviews if possible

Went through interview dates and times for upcoming interviews

Schedule interview with CPOs – have people come when all three can be at the meeting –

- How will we work together?
- Agendas in common?

### **Jennifer Moyston presented as CPO**

- She has attend several district meetings and facilitated set-ups and clean-ups for each meeting as well as speaking to the need for volunteers on boards and committees

- Visited schools and spoke before performances – encouraging people to sign up for boards and committees and let people know about volunteer opportunities
- Actively seeks out input from community members at every event she attends
- RAC asked if CPOs help post/plan upcoming District meetings.
  - Ms. Moyston Responded: Yes – we help make room reservations and help facilitate the mtg as well as post the meeting to the website
- Ms. Moyston suggested that Jim Pistrang sign up for notify me for the Council and community calendar updates
- RAC suggests better outreach for District mtgs
- Perhaps have people sign up for “Notify me” for Community Board
- CPOs have suggested physical posting of paper meeting notices in public places
- CPOs will try and get people’s emails at the Clean-up day event (Saturday, May 4<sup>th</sup>)
  - collect emails from people
  - OPT IN OPTION On the town website – put it near the CUP of JOES – have Gazette publicize it in Phyllis Leher column
- RAC asks that the Town somehow create a singular pipeline for information

**MORE OBSERVATIONS FROM BOARD / COMMITTEE INTERVIEWS**

- CAFs are just one piece of the puzzle
- Interviews play an essential role and the conversation with people after all the interviews
- Accountability of Town Manager’s appointment process is checked by RAC members being present

Overview by RAC – helps distinguish people’s priorities and preferences as well as strengths for particular boards and committees

NEXT MTG – TWO weeks from today at the same time (May 7<sup>th</sup>, 2019 at 10am)

OCA mtg – Angela or Paul will reach out to Sarah Swartz to see if RAC can see fit on their agenda for 4/29 at 9:30am or 5/6 at 9:30am ?

Agenda for meeting with OCA –

- Looking at CAF and how to get more out of it
- Participation in the interview process
- Collection of data and look towards consistency
- Build trust – make sure we are all on the same page
- Discussion point – who is really overseeing outreach// are we overlapping and coordinating our efforts? We have not settled on that high value topic in terms of outreach – is the pool of candidates diverse enough?
- RAC will present what they do and what they have done – and plans for future

**Send the outline out as part of posted meeting – fixed date means we need to posted as a RAC mtg with specific agenda**

Give OCA a clear idea on the time for the mtg – 10 to present and 5 for discussion

**COMPILATION OF DEMOGRAPHICS**

- What are we allowed to collect?
- If data is optional – then of what value is the data?
- Do another part of the report – how many were interviewed, how many were appointed
  - Aggregate numbers could be more telling
- If we report quarterly – the numbers need to be counted quarterly and measured that way

**Ms. Moyston mentioned the EEO statement on hiring application as a model for changing the CAF**

- COMPARE RAW DATA from Town Population data to the CAF data
- Community data survey or CENSUS information – look at Planning department for this data
- Demographics needs to tell us where outreach is needed
- Socio-economic mix? No question relates to that on the CAF
- Memo from Paul Bockelman to the council on the ECAC appointments leaned towards professional experience ...
- Looking for rational people to serve on boards and committees
- Ms. Dennis noted that the raw numbers show the reality of who in our Town feels like their voice can be heard – so they do not bother with filling out the CAF
- Mr. Bockelman asked if the CAF is a barrier to this process of Board/Committee work...
- Ms. Moyston commented that the bigger problem is explaining to people is the necessity to have board/committee work in our Town
- Both things can be true – if they thought their voice could be heard – they would make time to apply and attend Board and Committee mtgs but if they feel like their voice isn't valued then they will not make time to fill out the CAF, attend meetings
- Encourage people to attend random meetings to see if they can make the mtgs and attend two or three to see if they can meet the level of participation
- Make available an expanded version of raw data to include interviewed people and then data on appointed people

**Next meeting: MAY 7<sup>th</sup> at 10am**

**UNANIMOUS VOTE TO ADJOURN at 11:32 AM**