

Town of East Hampton
Town Council Appointments Subcommittee
Monday, January 22, 2024
Town Hall Meeting Room #207

MINUTES

Present: Rich Knotek, Karen Wanat

Absent: Brandon Goff

Mr. Knotek called the meeting to order at 6:12 PM.

Discussion ensued, reviewing past appointment procedures, the Application for Appointment Form, status of board and commission vacancies and future marketing efforts.

By consensus, the following action items were approved to present to the full council:

1. Add the following question to the application form: "Have you attended meetings of the board or commission you seek to serve on?"
2. Ask staff to contact board and commission full and alternate members whose term ended December 31, 2023, to submit applications for re-appointment by February 23, 2024 to indicate continued interest to serve.
3. Establish a standing appointment sub-committee meeting to begin one hour before the first council meeting of every month, primarily, but not exclusively, to meet applicants for appointments.
4. Generally act to make appointments at the second monthly council meeting after due diligence, unless more immediate appointment is deemed necessary.
5. Recommend to the town council and staff to take immediate action to promote volunteer service on town boards to citizens at large. This should immediately take the form of developing a list of all appointed town boards and commissions with a brief description of their duties, update the actual application as above, and place these documents on town social media (in addition to the town website). These documents should be made available in printed form for citizen access at town hall and the library, at a minimum.

6. Should these efforts not result in a sufficient flow of applicants, council and staff should consider a resident mailing of these two documents, similar to that which breaks down the town's mill rate.

There being no further business, meeting was adjourned at 7:16 PM.

Submitted by:

Rich Knotek