

**TOWN COUNCIL
COMMITTEES & AFFILIATIONS POLICY
TOWN OF GRAY, MAINE**

Extracted from Town Council Rules, August 1, 2017

Amended November 14, 2017

Amended October 16, 2018

Amended October 1, 2019

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TOWN COUNCIL COMMITTEES

The Town Council has the authority to create standing or special (ad hoc) committees to assist the Council in its work. Some committees; the Board of Assessment Review, the Finance Committee, the Planning Board and the Zoning Board of Appeals are required by State Statute and/or Town Charter. All committees consist of members appointed by the Town Council. At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following standing committees:

- Blueberry Festival Committee
- Board of Assessment Review
- Community Economic Development Committee (CEDC)
- Community Television & Communication Advisory Committee (CTCAC)
- Comprehensive Plan Steering Committee (CPSC)
- Dry Mills Schoolhouse Museum Committee
- Finance Committee
- General Assistance Fair Hearing Authority
- Library Board of Trustees
- Ordinance Advisory Committee (OAC)
- Open Space Committee
- Planning Board
- Public Safety Committee
- Recreation & Conservation Committee
- Recycling Committee
- Zoning Board of Appeals (ZBA)

Unless dictated by State Statute or the Town's Charter, all committees are subject to the rules listed below. Town Council may depart from the rules listed below as appropriate for the mission of any special committee.

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The Town Council may, whenever it deems necessary, assign additional duties to Town Council committees.

TOWN COUNCIL AFFILIATIONS

- A. The Town Council maintains working relationships with a wide variety of public, private and civic organizations. These organizations are involved in a wide variety of activities. Some develop and maintain cultural and recreational opportunities. Others are interested in protecting the natural habitat of our community or curating its history. There are civic minded organizations looking to help those that are less fortunate than themselves and all of them contribute to our community in positive ways. Some organizations, like the Maine Municipal Association (MMA) or the Greater Portland Council of Governments (GPCOG) are voluntary associations the Town belongs to. Our affiliation with these groups helps the Town Council, Town Manager and Staff further Gray's interests on the regional and state level.
- B. The Council has not created these groups and is not responsible for overseeing their operations, their finances or in most instances selecting their members.
- C. No Town Council Committee or affiliated organization can claim to be working on the Town Council's behalf without first seeking permission from the Council to do so.
- D. If the Council provides an affiliated group with funding, the group shall issue a report on the status of the group's work at a time determined by the Council.
- E. This policy is not intended to be a complete list of the organizations the Town Council is affiliated with, but to define the Council's relationship with them.
- F. The Council reserves the right to create additional conditions or expectations as needed and end its relationship with any affiliated group at any time.

COUNCILOR LIAISON APPOINTMENTS

The members of the Town Council shall serve as liaisons on Town Council Committees and may serve on Affiliated organizations. Councilors;

- A. Shall be chosen as Liaisons by a majority vote of the Town Council.
- B. May be the liaison for more than one committee.
- C. Shall serve in a non-voting, ex-officio capacity.
- D. Shall have the right to speak, ask questions and participate in COMMITTEE deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of Appeals shall be permitted to speak in support of or opposition to an application and participate in deliberations only to the extent otherwise permitted for all members of the public and shall do

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so in the same manner as permitted for members of the public. To the extent a Council Liaison has an actual or perceived conflict of interest with regard to an application before the Board of Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.

- E. Liaisons are expected to attend their committee meetings.

COMMITTEE MEMBER APPOINTMENTS

At the first Town Council meeting in August, or as soon thereafter as possible, the Town Council shall make appointments to Town Council Committees.

The following rules shall apply to all committee member appointments:

- A. In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation and Conservation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- B. Citizens applying or reapplying for committee membership must submit an application.
- C. Committee appointments are for three (3) year terms to end on August 31st of the designated year.
- D. The terms of committee members shall be staggered so not more than one third (1/3rd) (approximately) of the committee's appointments end in the same year.
- E. Committee members shall serve without compensation.
- F. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- G. No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- H. Any committee member can be removed for cause after due notice and hearing by the Town Council.

TOWN COUNCIL COMMITTEES RULES

All committees shall:

- A. Elect a Chairperson who is responsible for implementing this Town Council Committee Policy.

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- B. Use the same parliamentary procedures as those adopted by the Town Council.
- C. Committee members will include the Town Council Liaison in all committee correspondence and comply with the State of Maine's Freedom of Access Act (FOAA).
- D. Submit meeting times, dates, locations and agendas seven (7) days in advance to the Town Manager or their designee.
- E. Committees without a quorum (a majority of members present) may continue to plan, meet and discuss their work. Except to schedule future meetings, no decisions or recommendations can be made by a committee without a quorum.
- F. Create meeting minutes which shall include;
- G. A list of members in attendance or absent.
- H. The date, time and location of the meeting.
- I. A summary of the committee's work.
- J. A record of any votes taken during the meeting.
- K. Record the meeting minutes. The committee may elect a secretary to record their minutes if the committee wishes to do so.
- L. Send meeting minutes to the Town Manager or their designees within seven (7) days of the meeting date.
- M. Submit an Annual Report of the committee's work at the end of each fiscal year. The Annual Report must be completed and sent to the Town Manager by the date requested. The Council may ask the committee to present its report at a Council meeting.
- N. If for any reason, the Chairperson is unable to implement this policy, they are to inform the Town Council Liaison and/or the Town Manager as soon as possible.

The Town Manager, or their designee, shall be responsible for posting committee documents on the Town's website and providing Town Councilors with committee agendas, meeting minutes and annual reports.

TOWN COUNCIL COMMITTEES

BLUEBERRY FESTIVAL COMMITTEE

- A. Established:

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1. The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the Gray Blueberry Festival Committee on May 2, 2017.

B. Membership:

1. The Blueberry Festival Committee shall consist of five (5) members and one alternate.

C. Duties:

1. Celebrate and promote the Town of Gray, including local businesses, community and school organizations, and Pennell Complex;
2. Build on existing, and foster new, collaborative efforts in town;
3. Create ‘new childhood’ memories with this event and revive the ‘old childhood’ memories of Gray’s Old Home Days;
4. Educate attendees by offering interactive booth demonstrations and exhibits.

BOARD OF ASSESSMENT REVIEW

A. Membership:

1. The Board of Assessment Review shall consist of three (3) members.

B. Duties:

The Board of Assessment Review shall have the power to;

1. Review any tax assessment complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Assessor.
2. Administer oaths.
3. Take testimony.
4. Hold hearings.
5. Adopt regulations regarding the procedure of assessment review not otherwise inconsistent with State or local law.

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)

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A. Membership:

1. There shall be a Community Economic Development Committee consisting of five (5) members, and one alternate.
2. In addition, the Town Planner; a designated member of the Planning Board, and a designated member of the Town Council shall be ex-officio members who shall be non-voting members of the Committee.

B. Duties:

1. The CEDC shall promote and/or participate in initiatives that will:
 1. **Cultivate** community and cultural connections in Gray.
 2. **Revitalize and preserve** the charm of the Village.
 3. **Support** improvement, responsible expansion, and retention of established businesses in the Town of Gray.
 4. **Stimulate** the establishment of new businesses that will diversify the tax base and align with the goals of the Comprehensive Plan of the Town of Gray.
 5. **Promote** opportunities for local citizens who desire to open businesses or cottage industries.
2. The CEDC shall cooperate with other community, region, state organizations and agencies to promote, assist, encourage and develop the community and economic climate of the Town of Gray.

COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE (CTCAC)

A. Established:

1. The Community Television and Communication Advisory Committee was created March 24, 2020.

B. Membership:

1. The Committee shall consist of seven (7) members, four (4) of whom shall be residents of the Town of Gray. Other members may include representatives of MSAD15, a private school from

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either Gray or New Gloucester, the Gray/New Gloucester Development Corporation or a non-profit organization from Gray.

C. Duties:

1. The Community Television Advisory Committee shall meet no less than once each quarter of the year; and may schedule additional meetings as needed.
2. It shall be responsible for keeping the Gray Town Council informed of Public, Educational and Government related matters as they relate to:
 - a) Recommending improvements in Public, Educations and Government programming to the Town Manager and Station Manager.
 - b) Making recommendations regarding relevant emerging technologies and other broadcast options to the Town Manager and Station Manager.
 - c) Promoting and developing optimal utilization of the PEG system;
 - d) Promoting community outreach and providing a forum for citizen recommendations and concerns regarding the use of equipment, facilities, programming and other related issues.
 - e) Promoting support for quality community television in Gray.
3. Explore and cultivate available programming sources.
4. Examine emerging technologies and other telecast or online streaming options for public, educational and governmental meetings.

COMPREHENSIVE PLAN STEERING COMMITTEE (CPSC)

A. Established:

1. The Comprehensive Plan Steering Committee was created on May 7, 2019.

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B. Membership:

1. The Comprehensive Plan Steering Committee shall consist of a minimum of nine (9) and a maximum of eleven (11) members and two (2) alternates.

C. Duties are to oversee:

1. The compilation of a Comprehensive Plan to replace the current 15+ year old Plan.
2. That the Plan incorporates input from a cross-section of the Town residents and represents the majority of Gray residents, property owners, and businesses through extensive public outreach.
3. To create a viable and implementable Future Land Use Plan designed to accommodate anticipated residential and commercial growth over the next 10 to 20 years.
4. The final plan should include sufficient measures to be deemed consistent with the Growth Management Act by the State.

DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

A. Membership:

1. The Dry Mills Schoolhouse Museum Committee shall consist of five (5) members.

B. Duties:

1. The mission of the Dry Mills Schoolhouse Museum located adjacent to the Maine Wildlife Park's campus in Gray, Maine, is to offer a venue for locals and visitors to take a step back in history for an experiential visit in a mid-1800's schoolroom.
2. The restored, one-room schoolhouse displays old photographs, hands-on items, and period books, including a copy of one of the century's teacher journals.
3. We strive to fully restore and secure the Dry Mills Schoolhouse for posterity, to preserve its rich history, to open and present it to the public on a regular basis, to allow Gray residents, individual visitors, and student groups direct access to an educational immersion experience, and to provide a preserve for inter-mutual community and celebratory events.
4. The Dry Mills Schoolhouse: Preservation of our Past and Pathway to our Future.

FINANCE COMMITTEE

A. Membership:

1. The membership of the Finance Committee shall consist of three (3) members, one (1) member shall be a Town Councilor.

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2. All other members shall be chosen from among the citizens duly registered to vote in Gray.
3. The Council member(s) shall be appointed annually following the municipal election.

B. Duties:

1. The Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include but are not limited to:
 2. Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.
 3. All committee votes are advisory and shall be reported to the Council as a whole for final disposition.
 4. Review the monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole.
 5. Develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations.
 6. Meet with the auditors annually and report their findings to the Council.
 7. If so authorized, the Committee may recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town.
 8. Make recommendations to the Council.

GENERAL ASSISTANCE FAIR HEARING AUTHORITY

A. Established:

1. The Committee is established and governed by the Chapter 601 General Assistance Ordinance.
2. Membership:
3. The Committee shall consist of three (3) Town Councilors.

B. Duties:

1. The Committee shall be responsible for implementing "Section 7.3 The Hearing Procedure" as well as any other requirements found in the Chapter 601 General Assistance Ordinance.

LIBRARY BOARD OF TRUSTEES

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A. Membership:

1. The Library Board of Trustees shall consist of seven (7) members.
2. The Library Director shall be appointed by the Town Manager, upon recommendation of the Library Board of Trustees.

B. Duties:

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.
2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town's Personnel Policy.
3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.
4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian.
5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.
6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.
7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.
8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.
9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required.

OPEN SPACE COMMITTEE

A: Established: This committee was created on September 17, 2019

B. Membership:

1. The membership of the Open Space Committee shall consist of three (7) members,

C: Duties:

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1. To inventory public and conservation lands, habitat protection, recreational areas, and possible greenbelt areas. To coordinate with the Comprehensive Plan Committee and Facilitator to gather data and collect survey information from the community. To identify existing and proposed areas for future Open Space planning. To create a vision for Open Space in Gray and to form a Statement of Purpose for an Open Space plan coordinating with the Comprehensive Plan Committee.
2. To engage in discussions with landowners and regional land trusts and make recommendations to the Town Council in order to help secure access to land/corridors through acquisitions, easements, land swaps, and other forms of agreements.
3. To assist with fundraising for land/corridor acquisition from private and public sources.

ORDINANCE ADVISORY COMMITTEE (OAC)

A. Established:

1. This committee was created on November 12, 2013.

B. Membership:

1. The membership of the Ordinance Advisory Committee shall consist of at least three (3) members and include a member of the Community Development Department.
2. In addition, a staff member of the Community Planning Department shall be a non-voting ex-officio member of the committee.

C. Duties:

1. The committee shall function as a sounding board for the Town Council and Community Development staff.
2. The committee shall review and comment on changes to the Town's existing Zoning Ordinances as well as assist in creating new zoning ordinances, districts, and standards.

PLANNING BOARD

A. Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates.

B. Duties:

The Board shall;

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1. Be responsible for reviewing and approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.
2. Be responsible for the constant supervision of the Zoning and Subdivision of the Zoning and Subdivision Ordinances and for recommendations to the Town Council for changes in each.
3. Perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine.
4. Offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.

RECREATION AND CONSERVATION COMMITTEE

A. Established:

1. The Committee shall be responsible for performing and carrying out its duties in accordance with the rules, regulations, and guidelines set forth in the Gray Land Bank Ordinance adopted September 6, 1988, as amended.

B. Membership:

1. The Recreation and Conservation Committee shall consist of five (5) members.
2. In addition, a staff member of the Recreation Department shall be a non-voting ex-officio member of the committee.

C. Duties:

1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.
3. The Committee shall advise and recommend to the Town Council, public and private committees, and the general public as to the protection, research, development and use of the natural resources located within the territorial limits of the Town.
4. The Committee shall recommend to the Town Council the purchase, the gift or other acquisition of land, easements or interest in land; in order to maintain and manage it in a manner which allows for public use and enjoyment consistent with the natural, historic and scenic resources of the land.

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5. The Committee shall, prior to making any recommendations pursuant to this section, submit its recommendations to the Planning Board at least thirty (30) days in advance.
6. The Committee shall be responsible for developing and maintaining an open space, public access, and outdoor recreation plan which shall be consistent with the Town's Comprehensive Plan and with any regional plan.
7. The Committee shall prepare and maintain an index of all open areas, publicly or privately owned, within the Town and including but not limited to open marsh lands, swamps, and wetlands to assimilate and retain information pertinent to the proper utilization, protection and potential development or use of such open areas.

RECYCLING COMMITTEE

A. Membership:

1. The Recycling Committee shall consist of five (5) regular members and one (1) alternate member.
2. In addition, a staff member of the Recycling and Solid Waste Department shall be a non-voting ex-officio member of the committee.

B. Duties:

The committee shall:

1. Make recommendations as appropriate to modify Gray's current policies.
2. Work with the Town Council and Town staff to develop changes to our recycling and solid waste program as necessary.
3. Work with the Solid Waste Director to promote budgetary items to the Town Council that will enhance and/or reduce cost of the operation.
4. Promote and publicize recycling and waste reduction.
5. Encourage Town businesses to bring their recyclables to our recycling center.
6. Encourage, and work with other recycling committees, to identify and develop local, regional, and national markets to deal with recyclable materials.

ZONING BOARD OF APPEALS (ZBA)

A. Membership:

1. The Zoning Board of Appeals shall consist of five (5) members.

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B. Duties:

The board:

1. Shall hear and decide administrative appeals where it is alleged there is an error in any order, requirement, decision, or determination by the Code Enforcement Officer in the enforcement of the Zoning Ordinance.
2. Shall hear and decide variance appeals in specific cases where a relaxation of the terms of the Zoning Ordinance would not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the Zoning Ordinance would result in unnecessary or undue hardship, all as provided by State law and the terms of the Zoning Ordinance.
3. May grant a disability variance to a property owner for the purpose of making that property accessible to a person with a disability who is living on the property, in accordance with State law.
4. Shall perform its duties and be governed by Title 30-A M.R.S.A. Section 2691, as amended, and the Zoning Ordinance, Section 402.32.

RETIRED TOWN COUNCIL COMMITTEES

CHARLES BARKER SCHOLARSHIP COMMITTEE

A. Membership:

1. The Charles Barker Scholarship Committee shall consist of four (4) members, of which no member shall be a member of the School Board.
2. In accordance with the terms and conditions of the Charles Baker Scholarship Fund, "Such committee members shall serve until a similar committee shall have been appointed or reappointed after the next selection of a Board of Selectmen (Town Council) of said Town."

B. Duties:

1. The Committee shall be responsible for determining the allocation of scholarship funds to worthy students of Gray Schools for the purpose of assisting with expenses for higher education and post-secondary schools.

The Committee's responsibility shall be carried out in accordance with the terms and conditions of the will dated December 17, 1969, set forth by the late Charles W. Barker.

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

A. Established:

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1. The Committee's responsibilities shall be carried out in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund formally accepted by the Gray Town Council on May 7, 1991, and signed by Gordon Kimball, Sr. Treasurer of Gray Grange No. 41 on July 25, 1991

B. Membership:

1. Gray Grange No. 41 Scholarship Fund Committee shall consist of three (3) members.
2. The three (3) members shall consist of the Principal of the Gray-New Gloucester High School, one (1) person appointed by the Town Council, and one (1) resident of Gray who initially shall be or was a former member of Gray Grange No. 41.
3. Committee members shall be appointed by the Town Council, in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund.

C. Duties:

1. The Committee shall be responsible for the Gray Grange No. 41 Scholarship Fund for postsecondary education. Selected recipients must be residents of the Town of Gray, pursuing postsecondary education.

LADDER TRUCK COMMITTEE

A. Established:

1. Per June 13, 2017 Town of Gray municipal election results, the Town Council shall appoint a citizens ad hoc committee. The Ladder Truck Committee was created on June 13, 2017.

B. Membership:

1. The Ladder Truck Committee shall consist of seven (7) members.
2. Five (5) shall be citizens of Gray.
3. Two (2) shall be non-voting ex-officio members:
4. One (1) shall be the Director of Public Safety.
5. One (1) shall be a Town Counselor.

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C. Duties:

1. The Committee shall to hold one or more public hearings in the fall/winter of 2017/2018 to study whether the Public Safety needs of the Town require the replacement of the current ladder truck.
2. If the committee decides to recommend the purchase of a new ladder truck, the committee must make its final recommendation in time for the Council to include the proposal on the 2018 Town meeting warrant.

PUBLIC SAFETY COMMITTEE

A. Membership:

1. The Committee shall consist of nine (9) members.
2. Two (2) members from the Public Safety Department.
3. Three (3) Gray residents who are not employees of the Town or affiliated with any law enforcement agency.
4. Four (4) non-voting ex-officio members of which;
5. One (1) a member of the Maine State Police.
6. One (1) a member of the Cumberland County Sheriff's Department.
7. One (1) the Town of Gray Public Safety Director.
8. One (1) member of the Gray Town Council.

B. Duties:

The committee shall;

1. Be concerned with various matters of community safety as they relate to law enforcement, fire protection, traffic, and the transportation systems that support traffic. Including both vehicle and pedestrian and those issues outside of Gray that have impacts within the community such as regional transportation corridors and projects.
2. Work towards developing the necessary plans and recommendations that shall achieve improved community safety.
3. Advise the Public Safety Director in areas of community and building safety issues, making recommendations where appropriate.

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4. Work with the Maine Department of Transportation, Maine Turnpike Authority, the Maine State Police and the Cumberland County Sheriff's Department in matters of traffic and safety issues.
5. May work with and assist other standing committees and, where appropriate, special committees of the Town.