

COMMITTEE POLICY TOWN OF GRAY, MAINE

*Extracted from Town Council Rules, August 1, 2017
Amended November 14, 2017*

GENERAL PROVISIONS

COUNCIL COMMITTEES

(Amended August 19, 2008, July 3, 2012)

At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following standing committees, each committee to consist of such members as the Town Council may designate and be subject to the rules listed below, except that the Recreation and Conservation Committee may have residents of New Gloucester as well as Gray. The Town Council may also appoint such special committees as it deems necessary, from time to time, and may depart from the rules listed below as appropriate for the mission of any such special committee.

CHOOSING COMMITTEES

(Amended August 19, 2008, July 3, 2012)

The members of the Council to serve on the standing committees listed below, or any special committee established by the Council, shall be chosen by the Council by a majority vote, and the Chairperson of the Council shall be an ex-officio member of all such standing committees.

COUNCIL APPOINTMENTS

(Amended June 17, 2008)

At the first Council meeting in August, or as soon thereafter as possible, the Town Council shall make appointments to Town Committees. Committee memberships shall end on August 31st of the designated year. The following rules and regulations shall apply to Town Committee appointments:

1. People considered for appointments to Committees must be of legal age and be a resident of the Town of Gray and must submit an application. It shall be the policy of the Council that no more than one (1) member of an immediate family shall serve on the same committee at the same time. No member of the Town staff shall serve as a voting member of a Town Committee.
2. Any Town Councilor appointed to, or serving as a liaison to a Town committee, standing or special, shall serve in a non-voting ex-officio capacity. The Town Councilor shall have the right to speak, ask questions and participate in deliberations of the committee.

TOWN COMMITTEES

(Amended June 5, 2007, Effective June 30, 2007)

All committees shall be responsible for keeping the Town Council informed of committee activity. Meeting agendas/minutes/highlights shall be forwarded to the Town Manager for distribution to the Town Council and posting on the Town's electronic website. In addition, each committee shall submit a written progress report to the Town Council at least once a year. This report shall be submitted to the Council within thirty (30) days of the regular municipal election.

Committee members shall serve without compensation.

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

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STANDING COMMITTEES

BOARD OF ASSESSMENT REVIEW

A. Establishment:

There shall be a Board of Assessment Review consisting of three (3) members and appointed by the Town Council for three (3) year staggered terms. Members may be removed for cause after due notice and hearing by the Town Council.

B. Powers and 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; and
5. Adopt regulations regarding the procedure of assessment review not otherwise inconsistent with State or local law.

CHARLES BARKER SCHOLARSHIP COMMITTEE

A. Establishment:

There shall be a Charles Barker Scholarship Committee consisting of four (4) members, of which no member shall be a member of the School Board. 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 postsecondary schools.
2. 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.

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE

(Amended September 1, 2009; October 16, 2012)

A. Establishment:

1. There shall be a Community Economic Development Committee consisting of seven (7) members appointed by the Town Council for three (3) year staggered terms.
2. In addition, the Town Manager, Chairperson 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

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1. The CEDC shall promote, assist and encourage initiatives that will further the role of “Community” to the citizens of Gray.
2. The CEDC shall promote, assist and encourage the improvement and expansion of established businesses in the community and the general economic welfare of the Town of Gray.
3. The CEDC shall promote, assist and encourage the development of new businesses that comply with the goals of the Comprehensive Plan and the general economic welfare of the Town of Gray.
4. The CEDC shall cooperate with other community, region and state organizations and agencies for the promotion, assistance, encouragement and development of the community and economic climate of the Town of Gray.

DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

(Amended December 1, 2009; October 16, 2012; November 14, 2017)

A. Establishment:

There shall be a Dry Mills Schoolhouse Museum Committee consisting of five (5) members, appointed by the Town Council for three (3) year staggered terms.

B. Mission Statement

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. 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. 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 intermutual community and celebratory events.

The Dry Mills Schoolhouse: Preservation of our Past and Pathway to our Future.

FINANCE COMMITTEE

(Amended September 15, 2009)

A. Establishment:

1. The membership of the Finance committee shall consist of at least three (3) members, appointed by and serving at the pleasure of the Council. At least one (1) member shall be chosen from among the Council members, and all other members shall be chosen from among the citizens duly registered to vote in Gray.
 - a. Council member(s) shall be appointed annually following the municipal election.
 - b. Citizen members shall be appointed for staggered terms of three (3) years.
2. Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.

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3. For the purposes of conducting the affairs of the committee, a majority vote requires at least two members present and voting in agreement at all times to constitute affirmative action. All such votes are advisory and shall be reported to the Council as a whole for final disposition. It shall be the responsibility of the committee to notify the Council when there is a persistent vacancy that precludes any actions by the Committee.

B. Powers and Duties

1. The members of the Finance Committee shall be appointed to serve at the pleasure of the Town Council and its role shall be advisory only, except for those duties and responsibilities specified to them by the Charter or ordinance. Some of the responsibilities include but are not limited to:
 - a. 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.
 - b. 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.
 - c. Meet with the auditors annually and report their findings to the Council.
 - d. 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.
 - e. Make recommendations to the Council.

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

(Amended October 16, 2012, November 13, 2012)

A. Establishment:

There shall be a Gray Grange No. 41 Scholarship Fund Committee consisting of three (3) members. 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. Committee members shall be appointed by the Town Council, in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund, for three (3) staggered terms.

B. 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.
2. 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.

LIBRARY BOARD OF TRUSTEES

(Amended November 13, 2012; December 4, 2012)

A. Establishment:

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There shall be a Library Board of Trustees consisting of seven (7) members by the Town Council for three (3) year staggered terms. There shall be a Library Director, 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. 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.
2. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees.
3. 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.
4. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director. 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.

ORDINANCE ADVISORY COMMITTEE

This committee was created on November 12, 2013 to function as a sounding board for the Town's Community Development staff.

The committee will review and comment on changes to the Town's existing Zoning Ordinance as well as new zoning districts/standards, including the Rt. 26 Corridor. Said Committee will be officially discharged when their tasks are officially completed.

PLANNING BOARD

A. Establishment:

There shall be a Planning Board consisting of five (5) members and two (2) alternates appointed by the Town Council for three (3) year staggered terms.

B. Duties

1. The Board shall be responsible for reviewing the approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.
2. The Board shall 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. The Board shall perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine.
4. The Board shall offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.

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PUBLIC SAFETY COMMITTEE

(Amended August 19, 2008, October 16, 2012)

- A. Establishment:
- B. There shall be a Public Safety Committee which shall be concerned with various matters of community safety as they relate to law enforcement, fire protection, traffic, and the transportation systems that support traffic, both vehicle and pedestrian and those issues outside of Gray that have impacts within the community such as regional transportation corridors and projects.
- C. The Committee shall consist of five (5) members, of whom two (2) members shall be from the Public Safety Department, three (3) members from at large. In addition, there shall be four (4) non-voting ex-officio members of which one (1) will be a member of the Division Office of the Maine State Police, one (1) a member of the Cumberland County Sheriff's Department, one (1) Town of Gray Public Safety Director, and one (1) a member of the Gray Town Council. Appointments by the Town Council shall be for three (3) year staggered terms.
- D. Duties
- E. The Committee shall work towards developing the necessary plans and recommendations that will achieve improved community safety.
- F. The Committee shall advise the Public Safety Director in areas of community and building safety issues, making recommendations where appropriate.
- G. The Committee shall work with the Maine Department of Transportation, Maine Turnpike Authority, the Maine State Police and the Cumberland County Sheriff's Office in matters of traffic and safety issues.
- H. The Committee may work with and assist standing committees and, where appropriate, special committees of the Town.

RECREATION AND CONSERVATION COMMITTEE

(Amended April 7, 2009, October 16, 2012)

- A. Establishment:

There shall be a Recreation and Conservation Committee consisting of five (5) members appointed by the Town Council for three (3) year staggered terms.
- B. Duties
 1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, and leisure time activities. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.
 2. 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.
 3. 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 public use and enjoyment consistent with the natural, historic and scenic resources of the

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land. 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.

4. 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.
5. 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 for the purpose of assimilating and retaining information pertinent to the proper utilization, protection and potential development or use of such open areas.
6. 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.

RECYCLING COMMITTEE (AMENDED OCTOBER 16, 2012, AMENDED DECEMBER 6, 2016)

A. Establishment:

There shall be a Recycling Committee consisting of five (5) regular members and one (1) alternate member appointed by the Town Council for three (3) year staggered terms.

B. Duties

1. The Committee shall review changes in state, regional, and federal recycling policy and law and make recommendations as appropriate to modify Gray's current policies.
2. The Committee shall make recommendations and work with the Town Council and Town staff to develop changes to our recycling and solid waste program as necessary.
3. The Committee shall 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. The Committee shall promote and publicize recycling and waste reduction.
5. The Committee shall encourage Town businesses to bring their recyclables to our recycling center.
6. The Committee shall 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

(Amended October 16, 2012)

A. Establishment:

There shall be a Zoning Board of Appeals consisting of five (5) members appointed by the Town Council for three (3) year staggered terms.

B. Duties

1. The Board of Appeals 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.

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2. The Board 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. The Board 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. The Board 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.

SPECIAL COMMITTEES

BLUEBERRY FESTIVAL COMMITTEE

A. Establishment:

On December 6, 2016, the Gray Town Council approved the formation of a special committee named the End of Summer Fest Committee. The committee was re-named the Gray Blueberry Festival Committee on May 2, 2017. Said seven (7) member committee has the following charge:

B. Duties:

1. Celebrate and promote the Town of Gray, 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 (new) fun event and relive ‘old childhood’ memories of Gray’s Old Home Days;
4. Educate attendees by offering interactive booth demonstrations and exhibits.

LADDER TRUCK COMMITTEE

A. Establishment:

Per June 13, 2017 Town of Gray municipal election results, the Town Council shall appoint a citizens ad hoc committee 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 and to make its final recommendation on the issue in time to be included on the 2018 Town meeting warrant when the remaining amount required will be before the voters.