

# **TOWN OF SANGERVILLE**

***Incorporated 1814***

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## **Town of Sangerville Board and Committee Policy**

**Amended September 5, 2018**

### **POLICY ON MUNICIPAL BOARDS AND COMMITTEES**

The Board of Selectmen adopts this policy to ensure that all municipal boards and committees whose members are appointed by the Board of Selectmen conduct their business in accordance with state law and in a consistent manner, maintain a complete record of their proceedings and maintain proper decorum at all proceedings. It is the intent of this policy to establish minimum standards for municipal boards and committees and not infringe on the board or committee's right to establish additional standards through committee bylaws.

#### **MEMBERSHIP**

All Sangerville residents are eligible to serve as regular or alternate members of municipal boards and committees unless prohibited by state statute or local ordinance. Persons wishing to serve on a board or committee shall notify the Board of Selectmen by letter or email of their interest. The Town Manager will retain the letters/emails in an active applicant pool for one year.

The Board of Selectmen shall fill mid-term vacancies and vacancies created by term expirations from the current pool of applicants. The applicant pool shall consist of both current members whose terms are expiring and new persons requesting to serve on a board or committee.

Regular members of standing municipal boards and committees serve staggered multi-year terms which expire on the date of the Annual Town Meeting. Alternate/associate members of standing municipal boards and committees serve one year terms which also expire on the date of the Annual Town Meeting. Members of ad-hoc committees serve indefinite terms which expire when the committee sunsets.

#### **PUBLIC PROCEEDINGS**

In Maine State Statutes, a public proceeding is defined as "the transaction of any function" by "any board, commission, agency or authority of any county, municipality, school district or any other regional or other political or administrative subdivision". Public proceedings, except where exempted, must be "open to the public". The term "open to the public" means that any person may attend, whether a resident of the Town of Sangerville or not. Furthermore, the statute allows any person "to make written, taped, or filmed records of the proceeding or to broadcast live the same, provided the writing, taping, filming or broadcasting does not interfere with the orderly conduct of the proceedings".

#### **NOTICE REQUIREMENTS**

The law requires that the public be given notice of public proceedings. While the state law does not specify the form or method of public notice, the Board of Selectmen requests that all meetings be "publicly announced or posted". The Town Office will maintain a calendar of

committee meetings and the Town Manager will announce all meetings scheduled on that calendar during the Board of Selectmen's meetings. Committee Chairs are responsible for notifying the town office of their meeting schedule. The Town Office Staff will then see that the meeting is "publicly announced or posted".

All meetings shall be held in a public handicap accessible place.

State law provides specific instructions for emergency meetings:

In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the member of the agency conducting the public proceeding.

### **MEETING DECORUM**

The Board of Selectmen expects proper decorum at all proceedings. Board and committee members and citizens will strive to be accurate in their statements, avoid loud, disrespectful or profane language, avoid other disruptive behavior and conduct themselves in a proper manner. The board or committee chair at his/her discretion may ask any person disrupting the proceeding to cease or leave the premises. If the disruptive person refuses to follow the chair's instructions, the chair may request a law enforcement officer remove the person from the premises or continue the meeting to a future date/time certain.

### **ATTENDANCE**

All regular, associate and alternate members of municipal boards and committees that miss more than 3 consecutive meetings or more than 50% of meetings in a 3 month period may be dismissed by the Board of Selectmen. An alternate may only vote in the absence of a regular member.

### **MINUTES AND RECORDING**

The secretary of the committee or a recorder (office staff) shall take notes of actions, discussions, and recommendations at each meeting. In addition, the recorder shall record the attendance of the committee including the names of those present or absent and the fact that a quorum is established. Minutes of action items (motions) shall include the following: the maker of the motion, the person who seconds the motion, the content of the motion, and the outcome of the motion. If the motion is not accepted or rejected unanimously, the votes of each member shall be recorded.

### **Standing or Regular Boards, Committees**

- a. Planning Board – In accordance with the Town's Planning Board Ordinance enacted September 21, 1995, the Board shall review subdivision applications in accordance with the provisions of Sangerville's Subdivision Ordinance, review applications for activity in the Shoreland Zone in accordance with the provisions of the Land Use Ordinance, and shall consist of:
  - i. Five (5) voting members with staggered 3-year terms
  - ii. Two (2) alternates/associates, with 3-year terms.
- b. Board of Appeals – In accordance with the Town's Board of Appeals ordinance enacted September 21, 1995, shall have the power and authority set forth in Title 30-A MRSA, Section 4353 and, in addition, any other powers or authority set



forth in any zoning ordinance or other ordinances adopted by the legislative body of the Town and shall consist of:

- i. Five (5) voting members with staggered 3-year terms
  - ii. Up to three (3) alternates/associate members, with 3-year terms.
- c. Recreation/Parks Committee – shall advise the Town, Town Manager, and Municipal Officers on matters of recreation and parks, and shall supervise any Town recreation programs; and shall consist of:
1. Five (5) voting members with staggered 3-year terms.
  2. One (1) alternate appointed annually.
- d. Budget Committee – attends the budget review sessions, during which the Board of Selectman may also be in attendance, to review the budget requests and proposals for the coming fiscal year, and to submit their recommendations to the Board of Selectmen and shall consist of:
1. Town Treasurer and Town Manager shall be permanent advisory members
  2. Five (5) voting members, with staggered 3-year terms.
  3. One (1) alternate, appointed annually.
- e. Forestry Committee – Shall identify and make recommendations regarding planting and harvesting trees to the Town Manager.
1. Five (5) voting members with staggered 3-year terms.
  2. One (1) alternate appointed annually.
- f. Economic Development Committee – shall identify and inform the Town, Town Manager, and Municipal Officers on matters related to economic development, which include but are not limited to business assistance programs, economic development incentives, business climate, business attraction and retention, marketing opportunities, investment incentives and other issues that may promote economic development. In doing its work, the Committee will ensure that policies and strategies it develops are in keeping with the following economic development goals: diversifying the local tax base, creating local jobs, providing citizens and visitors with local services and improving the overall quality of life in Sangerville. Galvanizing and strengthening local businesses will be a priority, followed by attracting complementary businesses that will enhance the commercial center and maintain the rural character of the town.
- i. Five (5) voting members with staggered 3-year terms.
  - ii. One (1) alternate appointed annually.
- g. Ad Hoc or temporary committees as needed :
1. Five (5) voting members with staggered 3-year terms.
  2. One (1) alternate appointed annually.
    - b. Road committee
    - c. Abbie Fowler Committee
    - d. Town Hall Renovations Committee

### **Role of Committee Members**

- Attend as many meetings as possible
- Work with other departments, committees and municipal officials
- Meet publicly to discuss and fulfill the committee's charge
- Annually elect a Chair, Vice Chair and Secretary
- Excuse himself or herself from debate and voting if there is a conflict of interest or appearance of one and/or feels he or she is unable to make a fair and unbiased decision

- Alternate members may participate in discussions but may vote only in the absence of a regular member
- Notify the Chair of items desired to be on an upcoming agenda

### **Role of the Chair**

- Set the meeting date, time and location. The location shall be a public handicap accessible place
- Notify the Town Office, in advance, of the meeting schedule
- Set the agenda
- Insure that a quorum (51% or greater of the committee membership) is present before conducting the meeting and maintain records indicating such a quorum
- Conduct the meeting
- Be responsible for overseeing the completion of committee minutes, including the recording of the members present and absent, the declaration of a quorum, topics of discussion, actions taken by the committee, and recommendations to the Board of Selectmen. Recommendations to the Selectmen shall be in writing (meeting minutes are sufficient) and shall note the total number of committee members, members present and the votes for and against each matter being recommended.
- Presentations made to the Board of Selectmen shall accurately reflect the recorded votes of the committee membership. If the Chair or other committee member is expressing their own personal opinion or position to the Board of Selectmen then their statement shall be identified as their own views and not necessarily those of the committee.
- Submit draft and approved minutes, including copies of any supporting documents, to the Town Office as soon as possible for distribution to the Board of Selectmen and for the public record
- Be responsible for assigning the items under requests/needs for the next meeting
- Submit a written report of activities to the Board of Selectmen for inclusion within the Annual Town Report
- Submit an annual budget request to the Board of Selectmen for inclusion in the Annual Town Warrant.
- Establish a meeting cancellation policy to notify members of meeting cancellation

### **Guidelines on How to run an Effective Meeting**

- Start and end on time
- Manage the discussion
- Move the agenda forward
- Use available time to complete the work for the committee
- Keep the weather in mind
- Have a sense of humor
- Don't take things personally

### **Making a Work Plan for the Committee**

1. Review Committee charge
  - Discuss the document/clarify meaning
  - Gather information
2. Review new business items
  - Identify those which relate to the committee charge



- Review old business, historical perspective and burning issues
- 3. Determine goals – long and short term – Be Practical
- 4. Develop a timeline
  - Develop strategies for implementing goals
  - Delegate tasks and set dates for completion
  - Use staff, Board and committee member resources
- 5. Assess progress
- 6. Review work the committee has done during the year.

**Sample Agenda**

Date:

Time:

Place:

**AGENDA**

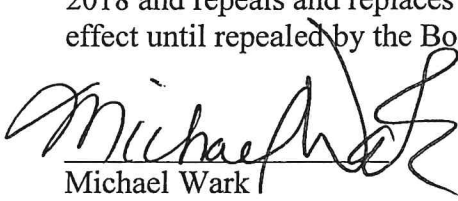
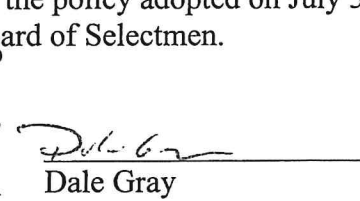
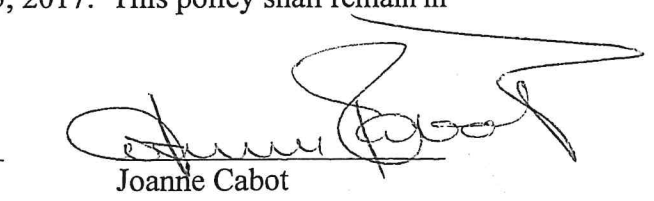
1. Call to Order (roll call or sign in sheet)
2. Approval of Minutes
3. Chair's Report
4. Correspondence (informational)
5. Reports or Action/discussion items
6. Old Business
7. New Business
8. Adjournment

**CORRESPONDENCE**

All written and email correspondence between any municipal board or committee member on behalf of said board or committee and any other party shall be considered a public record pursuant to the Freedom of Access Law, Title 1 M.R.S.A. §§ 401-410, as amended. All boards and committees shall furnish a copy of all outgoing or incoming written correspondence to the Sangerville Town Manager within three (3) days and shall request that all incoming written correspondence be addressed to the municipal office mailing address. All boards and committees shall send an electronic copy of all emails they send or receive to the municipal office ([tmsangerville@myfairpoint.net](mailto:tmsangerville@myfairpoint.net)).

**ADOPTION**

This policy is adopted by the Sangerville Board of Selectmen on the 5<sup>th</sup> day of September 2018 and repeals and replaces the policy adopted on July 5, 2017. This policy shall remain in effect until repealed by the Board of Selectmen.

 Michael Wark	 Dale Gray	 Joanne Cabot
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Attest: Alvina Church September 5, 2018  
 Alvina Church, Town Clerk

SEAL