

**TOWN OF READFIELD, MAINE**

**BOARD, COMMITTEE and COMMISSION (BCC)  
GUIDE**

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## **Introduction**

This document and the attached appendices serve as a comprehensive guide for municipal Boards, Committees, and Commissions (BCCs) including procedures for application, appointment, and reappointment, definition and description of the respective BCCs, and the specific responsibilities of BCC Chairs. This document is effectively a policy of the Town of Readfield Select Board.

The Comprehensive Plan of the Town of Readfield states a goal to “encourage citizen participation in community affairs.” (Town Comprehensive Plan, adopted 11 June 2009, page 70). Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees and commissions (BCCs) share with elected officials in the responsibilities and benefits of working to shape the community of Readfield for the greater good of all its residents. These procedures are written to present a clear record of the application process for the town to follow in appointing members to BCCs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Readfield residents to become enthusiastically engaged as volunteers in Readfield.

## **Principles**

The proper operation of democratic government of the Town of Readfield requires that the Town’s Select Board and members of BCCs be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties. Decisions will be made and policies will be set through proper channels of the Town’s governmental structure. Neither public office nor public employment will be used for personal gain. All town officials, whether they are elected, appointed, employed or are volunteers, will maintain a standard of ethical conduct to inspire public confidence in the integrity of the Town’s government.

## Application Procedures

### TOWN OF READFIELD

#### PROCEDURES FOR APPOINTMENT AND REAPPOINTMENT

#### TO BOARDS, COMMITTEES AND COMMISSIONS (BCC)

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. Applicants are expected to be able to perform the duties of their appointment with reasonable accommodation. The Select Board shall have final authority over the appointments to Boards, Committees, and Commissions (BCC) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions becoming open for any reason will be open to all interested applicants.

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC:

- 1) Resident of the Town of Readfield.
  - 2) Exclusive of the Planning Board and Board of Appeals who may perform regulatory and quasi-judicial functions, the Select Board at its discretion may appoint members of certain BCC that may not meet these criteria as circumstances warrant.
- 
1. Vacancies on BCCs will occur from time to time and are due to three primary causes. Depending upon the reason for a vacancy, different appointment/ reappointment procedures apply:
    - a) Vacancy by expiring term: By May 1st of the expiring year, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC chairs by April 1<sup>st</sup> of the roster of their BCC by name and dates of terms.
    - b) Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to excessive absenteeism, death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
    - c) Vacancy by resignation: Resignations may be in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC chair. The BCC Chair shall document all resignations in writing (letter, email) to the Clerk.

2. Alternates
  - a) For BCCs whose membership includes Alternates, any such Alternates who wish to fill a vacancy arising as a result of an expiring term must submit a new application for the position.
  - b) For BCCs whose membership includes Alternates, the most senior Alternate who wishes to fill a vacancy arising as a result of a resignation or default may be appointed without further application or advertising, at the sole discretion of the Select Board, to full member status for the duration of the remaining term of the resigning member.
3. Applicant's Process:
  - a) Each applicant applying for a vacancy on a BCC shall complete an Appointment Application provided through the office of the Clerk. If there is a vacancy on a BCC, interested applicants may apply at any time. If there is no vacancy on a BCC, applicants may apply at any time and applications will remain on file with the Town Clerk for one year.
  - b) All *first-time* appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Reappointment applicants may request an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC, and first-time appointment shall mean on any BCC and is not intended for an applicant currently or previously serving on another BCC.
  - c) All applicants and reappointment applicants shall be provided a copy of this document in writing (hard copy or electronic via email) along with an Appointment Application.
  - d) All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC member from serving on the BCC prior to completing workshops.
  - e) All municipal appointees are expected to complete Freedom of Access Act (FOAA) training. Appointees required by statute to complete a training course must do so within 30 days of appointment or reappointment and provide certification to the Town Clerk. BCCs required to complete the course include:
    1. Budget Committee
    2. Planning Board
    3. School Board
    4. Select Board
  - f) Select Board members and appointees to the Appeals Board and Planning Board must take an oath of office from the Town Clerk or his/her designee before assuming their duties.
  - g) Applicants who have not been appointed to a vacancy by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these Procedures, with the exception of completing another application.

- h) All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the BCC name will result upon three consecutive unexcused absences in any term.
4. Town Clerk's Process:
- a) The Clerk shall advertise vacancies on BCCs as per the Advertising Section (5) of these procedures.
  - b) The Clerk will provide each applicant with written responsibilities for the appropriate BCC.
  - c) The Clerk shall accept all applications for appointments to BCCs regardless of vacancies, and retain applications for up to one year unless the applicant withdraws.
  - d) The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
  - e) The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Select Board and the applicant.
  - f) The Clerk shall inform applicants and the chair of the relevant BCC of the Select Board's decision(s) regarding appointments, reappointments or resignations.
  - g) The Clerk shall copy any letters of resignation to the Town Manager.
  - h) The Clerk shall record position openings after the acceptance of a resignation by the Select Board.
  - i) The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.
5. Advertisement Process:
- a) Following a resignation or prior to annual expiration of a term, all positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
  - b) Advertising for vacancies shall be accomplished through use of all of the following media: Town of Readfield website, publishing in the monthly Readfield Messenger (as publishing deadline allows) and posting at the Town Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Readfield and Kents Hill Post Offices, Town Library, in local publications, and Town of Readfield TV station.
  - c) The advertisements shall list all vacancies on each BCC, the length of the term and describe the application process.
6. Chairs of Boards, Committees, and Commissions Process:
- a) The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).
7. Town Manager's Process:
- a) The Town Manager shall inform the Select Board of all applications and resignations from BCCs by making them an agenda item for the Select Board's review.

- b) The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.
8. Select Board's Process:
- a) No opening shall be considered by the Select Board unless the following have been met:
    - i. Notification of a vacancy by the Town Clerk has been completed and recorded
    - ii. Advertising Process (Section 5) has been completed.
  - b) The Select Board shall review each application for appointment or reappointment.
  - c) The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 3.b.
  - d) Provided the advertising process is complete, the Select Board shall act on applications for BCCs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
  - e) When reviewing an application for appointment, the Select Board may consider, but are not limited to the following criteria:
    - i. BCC needs,
    - ii. Applicant experience and qualifications,
    - iii. Encouraging and welcoming new volunteers to BCCs,
    - iv. Maintaining institutional memory.

# **Town of Readfield: Boards, Committees and Commissions Definitions**

## **Required Format for listing of BCC**

Required items are in regular font, written copy needed for italics

### BCC Name

### Mission Statement (or equivalent)

*State the purpose of the BCC and what you expect to accomplish*

### Authorization

*State how this BCC is authorized to exist and operate*

### Membership

The *BCC Name* is a *number*-member board. Each member is appointed to a *number* - year term. *Any other specifics concerning membership requirements. List if BCC member must be sworn in by Town Clerk.*

### Officers

Chairperson

Secretary

*Any others list here*

Officers are elected annually by the committee members at the first meeting of the fiscal year. *Revise if this is not true for your BCC.*

### Meetings

Regular meetings held monthly, at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. *If you meet in another location state that in place of the Town Office. All meetings must also be held on Zoom; contact the Town Manager for information on Zoom.*

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *BCC name* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

*Add any other information pertinent to your BCC.*



## Age Friendly Committee 10-2021

### Mission Statement (or equivalent)

Create a community where people of all ages are welcomed, respected and encouraged to participate in civic and social activities in the community.

- To help meet the needs and engage the strengths of all citizens to reach the goal of building a community for all ages.
- To advise the Town Select Board about infrastructure changes and policies that will make it easier and safer for residents of Readfield to thrive at all ages.

### Authorization

The Age Friendly Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

The Age Friendly Committee is a standing committee of the Town. The Age Friendly Committee is a 5 member board and 2 alternate members. Each member is appointed to a 3-year term. Members may be from an adjacent community if they have a demonstrated interest in the community.

### Officers

Chairperson - vacant

Secretary – Ann Mitchell

Officers are elected annually by the committee members at the first meeting of the calendar year.

### Meetings

Regular meetings held monthly on the second Wednesday of the month, usually at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Readfield Age Friendly Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Appeals Board**

### **Mission Statement (or equivalent)**

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising from the Readfield Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

### **Authorization**

The Appeals Board operates under the appointed authority of the Select Board of the Town of Readfield in accordance with Title 30-A, M.R.S.A., Section 2691.

### **Membership**

The Appeals Board is a 7-member board. Each member is appointed to a 3-year term.

Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board.

All individuals appointed for the first time to the Board of Appeals are required to complete the Basic Workshop for Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a new member from serving on the Appeals Board prior to completing workshops.

### **Officers**

Chairperson

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### **Meetings**

The Appeals Board meets when needed at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Appeals Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Assessing Board 10-2021**

### Mission Statement (or equivalent)

To work with the appointed Assessing Agent to commit taxes and deal with abatements.

### Authorization

The assessor is the governmental official(s) responsible for establishing the value of property for tax purposes. The assessor comes under the direction and certification of the State Tax Assessor.

The assessor is responsible for discovering, listing, equalizing and valuing all taxable property including real and personal property. The assessor is responsible to the property owner to ensure that the value is proper so that the owner pays no more than his/her fair share of the property tax, and to all the taxpayers in ensuring that no property escapes the assessment process, or is under or over assessed, and that no property owner receives unauthorized preferential treatment.

### Membership

The Assessing Board is a 3-member board comprised of elected Select Board members. Each member is appointed to a 1-year term.

### Officers

Chairperson

Vice-Chairperson

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Meetings are held as needed at the request of the Town Manager, and held at the Town Office.

## **Broadband Committee 10-2021**

### Mission Statement (or equivalent)

Review options to bring High Speed Internet Service to all Residents of Readfield, analyze costs for all options and present information to Select Board for a Town wide vote.

### Authorization

Select Board Appointed

### Membership

The Broadband Committee is a 6-member board. Each member is appointed to a 3-year term.

### Officers

Chairperson

Vice-Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Regular meetings held monthly, usually at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Broadband Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order

## **Budget Committee 10-2021**

### Mission Statement (or equivalent)

To annually perform an independent review of the Town of Readfield's proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Select Board and Readfield voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

### Authorization

The Budget Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

The Budget Committee is a 5-member committee. Each member is appointed to a 3-year term.

### Officers

Chairperson

Vice-Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

- Attend and actively participate in Committee meetings during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year. This review typically occupies the months of February and March. All meetings are held at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.
- Meet with the Select Board after all presentations are completed, to review the budget to date; typically in March and April.
- Attend Public Informational Meetings as well as the Annual Town Meeting to respond to questions regarding the Committee's recommendations on specific department and division budgets, as deemed necessary.
- Periodically meet with the Select Board to discuss revisions in the Capital Investment Plan (CIP).
- All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Budget Committee will result upon three consecutive unexcused absences in any term.
- All meetings will generally follow Robert's Rules of Order

## Cemetery Committee 10-2021

### Mission Statement (or equivalent)

The Readfield Cemetery Committee endeavors to preserve and maintain the integrity, character, beauty, and historical value of Readfield's cemeteries; and to monitor application of the Cemetery Rules to those ends. The Cemetery Committee will serve as an advisory board to the Select Board, the Town Manager, the Sexton and the Readfield community.

### Authorization

The Cemetery Committee was formed by the Select Board in December of 1996 on the recommendation of the Town Manager to act as an advisory committee for all issues related to Readfield's cemeteries.

### Membership

The Cemetery Committee is a 9-member committee. The Town Sexton serves as a non-voting 10th member of the committee. Each member is appointed to a 3-year term.

### Officers

Chairperson

Vice Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Meetings for the Cemetery Committee shall be at intervals deemed necessary for budget information and input, and overseeing maintenance and management of all of our cemeteries. Meetings are currently scheduled on the third Monday of each month, at 10:30 AM at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Cemetery Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Comprehensive Plan Committee 10-2021**

### **Mission Statement (or equivalent)**

The Readfield Comprehensive Plan (“Plan”) is a planning document that describes and inventories town features and resources, and establishes a plan and direction for future town processes and activities. The Plan does not establish any new regulations or standards, and does not approve new spending. The recommended policies in the Plan are conceptual and broad. Discussion and debate on the specifics of how these policies should be implemented will occur during town ordinance revision or budgetary process. Any changes to town ordinances or the town budget that may be recommended in the Plan must be proposed, reviewed, and approved by Readfield voters using the regular, established process that is in place for making those types of municipal decisions.

The Plan, in and of itself, has no regulatory force. It is a planning tool that guides future activities of the Town and forms the foundation for town ordinances. Any ordinance revisions that are made in the future must be consistent with the provisions of the Plan. It is likely that many of the proposals and recommendations made in the Plan will result in ordinance revisions or budgetary actions as the Plan is being implemented. It is also possible that certain provisions of the Plan, for a variety of possible reasons, may not ultimately be implemented.

State law requires that land use ordinances be consistent with local comprehensive plans.

### **Authorization**

State Law: MRS Title 30-A, Chapter 187, Subchapter 1, Paragraph 4326, Subsections 1-5.

The Comprehensive Plan Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### **Membership**

The Comprehensive Committee is a 9-member board. Members are needed every ten years to revise the current plan and are appointed to serve for a 2-year term.

### **Officers**

Chairperson, Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### **Meetings**

Regular meetings held monthly, usually at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Comprehensive Plan Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert’s Rules of Order.

## **Conservation Commission 10-2021**

### Mission Statement (or equivalent)

The Readfield Conservation Commission (RCC) is a municipal commission concerned with our local environment and activities which relate to it or affect it. It oversees town-owned open space lands, provides conservation information, and works with landowners, agencies, and organizations to encourage exemplary stewardship of natural resources.

### Powers

The RCC coordinates conservation projects and initiatives, and may make recommendations to other Town boards and committees, or to the Town Meeting. Budgets are approved at Town Meeting, and expenditures are authorized by the Select Board.

### Authorization

Maine state law MRSA 30-3804, Section 3851, provides for the establishment of conservation commissions. Readfield established a commission in the early 1970's.

### Membership

The RCC may have up to 7 regular members and 3 alternate members. Term of office is 3 years, beginning and ending with the fiscal year. Application is open to Readfield residents. Application is received by Town Clerk, reviewed by RCC, and approved by Select Board after giving the RCC opportunity for hearing.

### Officers

Chair or Co-Chairs

Secretary

Officers are elected annually by members of the commission at first regular meeting of fiscal year.

### Meetings

Regular meetings held monthly on the 2<sup>nd</sup> Tuesday evening, usually at the Town Office and on Zoom. Open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting. Other meetings held as needed.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Conservation Committee will result upon three consecutive unexcused absences in any term.

Roberts Rules of Order to be generally followed.



## **Enterprise Committee 10-2021**

### Mission Statement (or equivalent)

The purpose of the Readfield Enterprise Committee is to manage the Readfield Enterprise Fund using uniform program-appropriate lending practices, as well as provide guidance to the Select Board on matters of economic development. The Committee is advisory to the Select Board.

### Authorization

The Committee is formed pursuant to a vote of the Select Board. The Committee shall be appointed by the Board of Selectmen in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Select Board.

### Membership

The Enterprise Committee is a 7-member board. Each member is appointed to a 3-year term.

### Officers

Chair

Vice-Chair

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Regular meetings are held monthly, at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Enterprise Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Heritage Days Committee 10-2021**

### Mission Statement (or equivalent)

Heritage Days is an annual celebration that takes place the second weekend in August.

### Authorization

The Heritage Days Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

The Town is looking for volunteers to be on this committee and will accept applications from interested volunteers during years when Readfield Heritage Days is scheduled. Each member is appointed to a one-year term.

### Officers

Chair

Secretary

Officers are chosen each year by the committee at the first meeting of the fiscal year.

### Meetings

The Heritage Days Committee meets when needed at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Heritage Days Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Library Committee (Library Board of Trustees) 10-2021**

### Mission Statement (or equivalent)

The mission of the Readfield Community Library is to provide quality materials and services for the educational, informational, cultural and recreational needs of the community of Readfield in an atmosphere that is welcoming and respectful.

### Authorization

The Library Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

The Library Committee is a 9-member committee. Each member is appointed to a 3-year term.

### Officers

Chairperson, Vice-Chair, Secretary and Treasurer

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

Regular meetings are held the first Wednesday of every month at 6:30 p.m. at the Library and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Library Board of Trustees will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Maranacook Lake Outlet Dam Committee 10-2021**

### **Mission Statement (or equivalent)**

The responsibilities and functions of the Dam Committee are as follows:

- a. Hold periodic meetings to verify and discuss water levels in the Maranacook Lake, with representatives of the Cobbossee Watershed District. They shall meet at least annually.
- b. Recommend to the officials of signatory municipalities those actions the committee believes should be taken by these municipalities to satisfy current and future dam management requirements.
- c. Make operational recommendations to the Dam Custodian, and advise the officials of signatory municipalities when the performance of the Dam Custodian is unsatisfactory.
- d. Prepare a proposed annual budget for operation and maintenance of the Dam, and submit the proposed budget to the officials of signatory municipalities for approval and inclusion in the General Fund Budget of signatory municipalities according to the pro-rata share of each.
- e. At least one member of the Dam Committee appointed to the committee by each signatory municipality will attend the annual Town Meeting for that Town to answer questions voters may have regarding the dam.
- f. All committee actions or recommendations must be supported by vote of committee members, with no actions being taken or recommendations being made in the name of the Dam Committee unless supported by a simple majority of the Committee members present at the meeting. No vote of the Committee will be valid unless there are at least 3 of the appointed members with voting rights present at the meeting.
- g. All Committee meetings will be at the call of the Chair of the Dam Committee and will be made public.

The responsibilities and functions of the Dam Custodian are as follows:

- a. Inspect the dam and determine water levels behind the dam at least once a week, opening or closing gates as necessary to maintain minimum and maximum water levels set by the Cobbossee Watershed District.
- b. Report any damages to the dam to the Dam Committee Chair immediately upon discovery; if the Dam Committee Chair is not available, the report will be made to the Town Manager or other designated official of any of the signatory municipalities.
- c. Report any weaknesses, deficiencies or equipment failures detected at the dam to the Chair of the Dam Committee or the Town Managers of Readfield or Winthrop.
- d. Submit a timesheet or Payroll Report (for payment of hourly wages) and miles driven with private vehicle for dam inspection/operation (for reimbursement of vehicle use at the current annual rate) to the Treasurer, Town of Winthrop, Winthrop Town Office, once every two weeks.
- e. During inspections of the dam, remove any debris that may have come to rest against the dam or the screen protecting the dam. During the winter, break and clear any ice that may have built up against the dam if necessary.
- f. Maintain a written log of inspections, notifications, and maintenance activities.

### Authorization

The Maranacook Lake Outlet Dam Committee was established as a result of an Inter-Local Agreement between the Towns of Readfield and Winthrop for Management of the Maranacook Lake Outlet Dam. (Available from Readfield Town Clerk)

### Membership

The two signatory municipalities to the Agreement will appoint members to serve upon a committee, designated the "Dam Committee", consisting of not more than five (5) regular members with voting rights, appointed to staggered terms. The Town of Readfield will appoint two (2) regular members and one (1) alternate member; the Town of Winthrop will appoint two (2) regular members and one (1) alternate member; and the Cobbossee Watershed District will appoint one (1) regular member and one (1) alternate member on the committee. Upon expiration of initial appointments, subsequent appointments will be for a three-year period.

### Officers

There are no officers of the Dam Committee (refer to Agreement document, available from Town Clerk).

### Meetings

Meetings are held as needed and are the responsibility of the Cobbossee Watershed District.

## **Planning Board 10-2021**

### Mission Statement (or equivalent)

The Planning Board is responsible for reviewing and making decisions on all land use, construction, and development applications requiring Planning Board approval under the provisions of Readfield's Land Use Ordinance ("LUO"). The LUO provides that the purposes of development review are to: "provide a level of municipal review that would not otherwise occur for projects that could adversely impact the surrounding community as a whole; maintain and protect the Town's rural character and natural resources, including scenic and historic resources, by requiring that structures, signs and other alterations on, or to the land, are sited and developed in accordance with certain standards; promote and protect health and welfare of the townspeople; and, provide permanent records of conditions that run with ownership of property." The Planning Board also regularly reviews the Land Use Ordinance and makes recommendations for its revision in response to policy matters or issues of clarity.

### Authorization

It was voted at the June 13, 1989 Town Meeting that the Planning Board shall consist of 7 members and 3 associate members. Members have terms of 5 years. An associate member may attend all meetings of the Board and participate in its proceedings, but may vote only when designated by the chairperson to sit for a member. The chairperson shall call at least one regular meeting of the board each month. See full document on the Town of Readfield website.

### Membership

The Readfield Planning Board is comprised of 7 members and 3 alternate members. Each member serves a term of 5 years.

### Officers

Chair and Vice-Chair

Officers are elected annually by the board members at the first meeting of the fiscal year, or as soon as possible thereafter.

### Meetings

The Planning Board meets the second and fourth Tuesdays of the month at 6:30 pm at the Town Office and via Zoom and are always open to the public. Agendas are issued by the Code Enforcement Officer at least 3 days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will then be listed as an excused absence. Dismissal from the Planning Board will result upon three consecutive unexcused absences in any term. Alternate members shall participate in meetings in lieu of regular members who are absent based upon seniority.

All meetings will generally follow Robert's Rules of Order.

## **Recreation Association 10-2021**

### Mission Statement (or equivalent)

The mission of the Readfield Recreation Association Board of Trustees is to provide self-supporting recreation and athletic program opportunities for the citizens of our community through the support of our volunteers.

### Authorization

The Recreation Association operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

The Readfield Recreation Association is to be comprised of not less than 5 or not more than 9 members. Members serve 3-year terms.

### Officers

Chairperson

Vice Chairperson

Treasurer

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

The Recreation Association Board meets at the Recreation Building on the Maranacook Campus every 2nd Wednesday at 6:30 p.m. and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Heritage Days Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Road Committee 10-2021**

### Mission Statement (or equivalent)

Provide the Town of Readfield with an annual repair and maintenance plan and long-range capital improvement plan for the road network.

### Authorization

The Road Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### Membership

Readfield Road Committee is a 5-member committee. Members serve 3-year terms.

### Officers

Chairperson

Vice-Chairperson

Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### Meetings

The Road Committee does not have a regular meeting schedule, but tends to meet as needed through the year - mostly for planning purposes and to review road work underway or completed. Please look for postings as they are scheduled.

All meetings are held at the Town Office and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Road Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.



## **School Board RSU 38 10-2021**

### Mission Statement (or equivalent)

RSU 38 Mission Statement: “A caring school community dedicated to excellence”

Vision Statement: Maranacook Schools will be safe, dynamic learning communities where people of all ages will think, aspire, and participate as responsible citizens in an ever-changing global society.

Guiding Principles: We Believe:

- Teachers, staff members, parents, and students are life-long learners with a dedication to excellence and an expectation of high achievement for all
- All learners need a safe, respectful, positive environment to achieve
- Students need an evidence based, rigorous curriculum that
  - focuses on state standards
  - promotes engagement
  - provides a challenging range of courses, experiences, and extra-curricular activities
  - recognizes the needs, interests, and abilities of all learners
  - blends the changing needs of society with the needs of individual learners
  - integrates technological advances and collaboration
- Parents and community members are a vital part of our schools
- The instruction and assessment process measures growth for all learners through feedback, collaboration, and problem solving
- The supervision and evaluation process encourages and supports staff growth and development that is designed to promote our mission and vision

*Approved by RSU #38 Board of Directors, March 6, 2019*

### Authorization

Public School System authorized by the Maine Legislature. Title 20-A, Part 2, Chapter 103-A: Regional School Units.

### Membership

The School Board is a 13-member board comprising members from four towns: Manchester, Mt. Vernon, Readfield and Wayne. Each member is elected to a 3-year term. Readfield has four member positions.

### Officers

Chair, Vice-Chair, Secretary from Superintendent’s Office.

### Meetings

Regular meetings held twice monthly, usually the first and third Wednesdays, at the Maranacook Community School.

Currently there is no remote meeting policy, but the meetings are shown on Zoom for viewing only.

There is no attendance policy.

## **Select Board 10-2021**

### Mission Statement (or equivalent)

The Select Board of Readfield is an elected board that executes the executive and fiduciary functions of the Town of Readfield.

### Authorization

The Select Board is elected by the people of Readfield.

### Membership

The Select Board is a 5-member board. Each member is elected to a 3-year term.

### Officers

Chairperson

Vice-Chairperson

Secretary

Officers are elected annually by the members at the first meeting of the fiscal year.

### Meetings

Regular meetings held monthly, at the Readfield Town Office and on Zoom. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Select Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order and the Standards Of Conduct For Public Meetings adopted by the Select Board on May 31, 2016.

## **Solid Waste & Recycling Committee 10-2021**

### **Mission Statement (or equivalent)**

The Solid Waste and Recycling Committee (hereafter the "Committee") shall be a standing committee composed of the following voting members: one member from each participating Select Board, and at least three community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Select Boards regarding:

- I. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
- II. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
- III. Environmental and/or health/safety related issues.
- IV. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

### **Authorization**

The Solid Waste & Recycling Committee operates under the appointed authority of the Select Board of the Town of Readfield.

### **Membership**

Solid Waste & Recycling Committee (SWRC) is a 12-member committee. Readfield members are appointed for 3-year terms. Members include the Town Managers from each town (Readfield & Wayne), 1 Select Board Member from each town, and 2 citizens at large from each town.

### **Officers**

Chairperson, Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### **Meetings**

Regular meetings are held quarterly in the months of February, May, August and November, on a rotating basis in the towns of Fayette, Readfield and Wayne, and on Zoom and are always open to the public. Meetings are typically held from 5:30PM to 7PM. Interim meetings may be held

at the request of the Readfield Town Manager. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the SWRC will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Trails Committee 10-2021**

### **Mission Statement (or equivalent)**

The Readfield Trails Committee will plan and coordinate the development of environmentally acceptable trails within the town of Readfield. The committee will promote safe, functional connections between the various activity centers of the town and provide linkage, where possible, between recreational trails within the town and with adjacent towns.

### **Authorization**

The Readfield Trails Committee (RTC) was established by vote of the Readfield Select Board on May 29, 2007 and can be composed of up to 13 members each appointed by vote of the Select Board.

### **Membership**

The Readfield Trails Committee is comprised of 13 members and 1 alternate serving 3-year terms.

### **Officers**

Chair, Vice-Chair, Secretary, Treasurer

Officers are elected in July of each year (beginning of the Town's fiscal year) by the RTC membership present and voting unless there is a vacancy in an office of the RTC during the year. The officers of the RTC are a Chairman and a Secretary and are elected for one-year terms. In the event of a vacancy in an office, the RTC shall elect another member to the vacant position for the remainder of the term of office.

### **Meetings**

The Trails Committee meets the 4th Wednesday of every month at the Town Office at 6:30 pm and on Zoom and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Readfield Age Friendly Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Western Kennebec Lakes Community Broadband Association (WKLCBA)**

### **Mission Statement (or equivalent)**

Readfield is a member of the Western Kennebec Lakes Community Broadband Association along with five other towns: Fayette, Leeds, Mt. Vernon, Vienna, and Wayne. We are working together to find solutions for the affordable delivery of high speed, reliable broadband internet access to all locations in our towns that have electric service.

### **Authorization**

The WKLCBA was formed in 2019 under an Interlocal Agreement with Fayette, Leeds, Mt. Vernon, Readfield, Vienna and Wayne as a regional committee. Readfield was a founding member as approved by the Readfield Select Board.

### **Membership**

The WKLCBA is a 13-member board comprising members from six towns: Fayette, Leeds, Mt. Vernon, Readfield, Vienna and Wayne, with 2 members from each town and one at large member serving as facilitator. Only one member per town is a voting member. Each member is appointed by their town Select Board.

### **Officers**

Chairperson

Vice Chair

Secretary

### **Meetings**

Regular meetings are held twice monthly on Zoom and are always open to the public. All meetings are under the responsibility of the WKLCBA.

There is no attendance policy.

All meetings will generally follow Robert's Rules of Order.

## **Duties and Responsibilities for Boards, Committees, and Commissions (BCCs)**

### **Chair Duties and Responsibilities:**

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions (BCC), the Chair may have additional duties and responsibilities. These additional duties are discussed below. In the event that any of the following occurs: (a) the Chair is absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the BCC, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/she feels it is inappropriate for him/her to preside as chair, then a vote of other members present shall determine who will preside over the meeting.

### **Duties of the Chair:**

#### **1. General**

- a. The Chair should maintain an annual work plan for the BCC, including anticipated deliverables and deadlines.
- b. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
- c. The Chair is considered to be the public spokesperson for the BCC although he/she can designate this responsibility freely.
- d. Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
- e. Annually, by February 1<sup>st</sup>, the Chair shall update the BCC Definitions page. Any revisions shall be submitted to the Select Board for review and considered for possible amendment/ possible adoption.

#### **2. Membership**

- a. All members of BCCs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members. Chairs shall notify the Town Clerk of their election promptly. Chairs shall request a copy of this document for their reference.
- b. A vacancy in the position of Chair will be filled as soon as possible
- c. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC upon election as Chair. The Chair of each BCC shall notify the Town Clerk when a vacancy occurs on the BCC that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.
- d. The Chair will notify members of any changes to the Town's Procedure for Application for Appointment and Reappointment document along with a copy of these guidelines.
- e. The Chair will ensure that all members appointed for the first time to the Planning Board or Board of Appeals complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude Planning Board or Board of

Appeals members from serving on their respective committees prior to completing workshops.

- f. Written responsibilities for each BCC are developed by the Select Board or Town Manager and are available from the Town Clerk.
- g. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s). The Chair, in consultation with BCC members, may request a reconfiguration (such as changing the number of BCC members, or adjusting the job description) of any BCC.
- h. By May 1st of the expiring year of any member, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC chairs by April 1<sup>st</sup> of the roster of their BCC by name and dates of terms.

### **3. Meetings**

- a. The Chair is expected to conduct all meetings.
- b. The Chair is expected to notify all members of meetings.
- c. All meetings must follow the Select Board's Remote Meeting Policy (attached in the Appendix.)
- d. All meetings must follow the Select Board's Standards of Conduct Policy. Please have conversations with the Town Manager regarding any challenges you have or anticipate with maintaining civil meetings.

### **4. Agendas, Minutes, Writing Articles**

- a. The Chair, or designee is expected to prepare an agenda for each meeting using the following guide:

- Establish a quorum.
- Review and approval of minutes of previous meeting.
- Oral and Written Communications
- Opportunity for members of the public to address the BCC.
- Old (unfinished) business.
- New business.
- Adjournment.

Each agenda shall be sent to the Town Clerk for posting at least three days prior to the meeting. See below for sample agenda.

- b. Chair is responsible to see that the Secretary keeps minutes of meetings and submits them timely as noted below. The Chair may be the Secretary if elected and willing to do so.
  - i. Unapproved minutes shall be submitted to the Town Clerk within one week of meeting being held.
  - ii. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.
  - iii. Minutes shall contain at a minimum:



1. Record of attending and absent members,
2. notation that each section of the agenda was addressed, and
3. all motions made including who moved, who seconded and the vote tally.
- iv. Minutes shall also include summaries of agenda discussion topics which have a bearing on potential future board/committee action items.
- c. The Chair, or designee is responsible for writing an article for the Town Report each year and for the Readfield Messenger if meetings are held that month.
- d. Sample Agenda

**Note: This is the format listed in the Chairs Duty section. Italics need to be filled in; non-italics should be written as shown. This sets a standard format for all BCC and makes viewing by the public much easier.**

***Committee Name* Agenda**

*Day, Date*

***From to Time*** at *Location* and via Zoom

*Zoon link from Town Manager*

Meeting ID: *Number*      Passcode: *Number*

1. Roll call and determination of quorum (1 min.). (*add member names present*)
2. Review of minutes from *date*. (attached) Discussion and Approval. (*number* mins.)
3. Oral and written communications. (*number* mins.)
  - i. *First item*
  - ii. *Second item, etc.*
  - b. Other, if any.
4. Members of the public may address the *Committee Name* on issues pertinent to the agenda. (5 mins.)
5. Unfinished business. (*number* mins.)
  - a. *First item*
  - b. *Second item, etc.*
6. New business. (*number* mins.)
  - a. Elect Chair, Vice-Chair and Secretary for fiscal *year* (if first meeting of year)
  - b. *Item 1*
  - c. *Item 2, etc.*

7. Set next agenda. (*number mins.*)
  - a. *Day, Date at Location*
    - i. *Item 1*
    - ii. *Item 2, etc.*

8. Adjournment.

Attachments: Minutes from *date of last meeting* and *any others*

Amended and approved by the Select Board, \_\_\_\_\_  
date

Select Board

\_\_\_\_\_

Chair

\_\_\_\_\_

Vice Chair

\_\_\_\_\_

Member

\_\_\_\_\_

Member

\_\_\_\_\_

Member

# APPENDIX

[Town of Readfield Appointment Application](#)  
[Standards of Conduct for Public Meetings](#)  
[Remote Participation Policy](#)  
[Conflict of Interest and Recall Process Ordinance](#)  
[BCC Meeting Schedule](#)  
[Freedom of Access / Public Record Policy](#)