

## BOARDS & COMMISSIONS POLICY

### Overview of Boards & Commissions:

Citizen Participation: Although the most widely used and practiced form of citizen participation in local government is exercised through the right to vote at town meeting, another important form of citizen participation is service on volunteer boards, committees and commissions.

Citizens have a variety of reasons for seeking and accepting appointments to boards and commissions, including:

- To gain more information & knowledge about their community
- To serve the community and to contribute
- To have a voice in community affairs
- To have influence on matters of special concern
- To utilize their expertise (life experiences, education) of public service
- To act as a steppingstone to elected office

Types of Committees: Generally speaking, there are two types of advisory/sub committees: 1) standing committees and 2) ad-hoc committees. Standing committees tend to be small (less than 15 members) with appointments for several years (usually up to five), and the topics are generally broad in nature. Ad-hoc or task force committees, on the other hand, may be larger in number (up to 20 members) with appointments with a definite and fairly short time (rarely more than one year).

Standing committees are usually established by municipal charter or ordinance. In Waldoboro, town meeting has assured citizen participation in policy issues by establishing by ordinance four boards and commissions (Planning Board, Board of Appeals, Shellfish Conservation Committee and the Transfer Station Committee) and authorized the creation of the Conservation Commission by article:

The Select Board can establish additional advisory/sub committees.

<b>PLANNING BOARD</b>	
Membership:	7
Term:	3 Years
General Plan:	Planning & Development
Function:	Act on Site Plan Review and Subdivision Ordinance, Sign Ordinance, Minimum Lot Size Ordinance
Established:	1952 (Zoning Committee) 1964 (Planning Board) 1967 (Planning Board Ordinance)

<b>BOARD OF APPEALS</b>	
Membership:	5
Term:	5 years
General Plan:	Planning & Development
Function:	Hear appeals of decisions made by the Planning Board or Code Enforcement Officer
Established:	1987 (Board of Appeals Ordinance)

<b>CFW MANAGEMENT BOARD</b>	
Membership:	Select Board Chairperson from Cushing, Friendship & Waldoboro and the Waldoboro Town Manager
Term:	None
General Plan:	Solid Waste Management
Function:	Administer the CFW Shared Service Agreement and Ordinance
Established:	November 2018 (by Ordinance)

<b>ECONOMIC DEVELOPMENT COMMITTEE</b>	
Membership:	All Interested
Term:	None
General Plan:	Economic Development
Function:	The long-term goal of the Economic Development Committee is to help develop a broad, thriving and sustainable local economy.
Established:	March 6, 1972 (by Article)

<b>SHELLFISH CONSERVATION COMMITTEE</b>	
Membership:	9
Term:	3 years
General Plan:	Planning & Development
Function:	Establish Shellfish Digging Licenses, Shellfish Survey & Management Plan, Recommend Conservation Closures
Established:	March 7, 1992 (by Ordinance)

<b>CONSERVATION COMMISSION</b>	
Membership:	5
Term:	5 years
General Plan:	Planning & Development
Function:	Conservation and preservation of natural or scenic resources, Environmental Awareness
Established:	March 5, 1973 (by Article)

<b>MARIJUANA COMMITTEE</b>	
Membership:	5
Term:	None
General Plan:	Planning & Development
Function:	Research & recommend rules, ordinance changes for medical and recreational marijuana
Established:	August 13, 2019

<b>BUDGET COMMITTEE</b>	
Membership:	9
Term:	3 years
General Plan:	Planning & Development
Function:	To review articles which call for an appropriation or expenditure of money for the budget
Established:	Elected by Town Meeting

<b>COMMUNICATION &amp; TECHNOLOGY COMMITTEE</b>	
Membership:	5
Term:	3 years
General Plan:	Planning & Development
Function:	To explore and recommend communication and technology advancement for the Town & residents
Established:	February 23, 2016

<b>SYLVANIA TASK FORCE</b>	
Membership:	7
Term:	3 years
General Plan:	Planning & Development
Function:	Research issues and questions surrounding the Sylvania site and report to the Select Board their findings
Established:	January 24, 2017

TRANSFER STATION COMMITTEE	
Membership:	5
Term:	3 years
General Plan:	Solid Waste Management
Function:	Research and explore ideas to enhance solid waste and recycling ideas for the Transfer Station.
Established:	July 23, 2019

WATER COMMITTEE	
Membership:	5
Term:	3 years
General Plan:	Water Department
Function:	Advisory Committee to the Select Board making recommendations on the Water Department including contracting and rates.
Established:	March 24, 2020

**Benefits:** There are numerous advantages for establishing advisory/sub committees including:

- (Goal Setting) To aid in goal setting.
- (Community Forum) To serve as a forum for community discussion. (By concentration on a single major subject area the advisory/subcommittee can go into greater depth than can the legislative body.
- (Expertise) To involve qualified persons in the government who don't desire to seek election for public office.
- (Consensus Building) To serve as a buffer between the public and the legislative body on controversial issues and allow for development of consensus before elected officials must deal with an issue.

**Establishing an Advisory/Sub Committee (Planning):**

**Legal Authority:** The Select Board must first be sure that the proper legal authority exists to establish the advisory/subcommittee.

**Committee Composition:** Select the best possible candidates for membership for your committees, considering factors such as sex, race, geography, knowledge, education, experience, expertise and other factors important for proper balance.

**Time Limit:** Establish a specific time limit for single purpose committees and discourage extensions. Terminate the committee when their work is accomplished.

**Recruitment:** The Select Board shall on an annual basis advertise vacancies on each Board, Committee and Commission in order to notify all potentially interested citizens. The advertisement shall be in a display format and advertised once in the Lincoln County News and on the Town of Waldoboro website and social media at least 30 days prior to the end of the fiscal year. Each applicant will be asked to respond with their name, address, telephone number and brief statement indicating why the applicant would like to serve. (See sample attached)

**Selection:** A subcommittee of two Select Board members and the town manager or his/her designee shall review and evaluate all applications and shall schedule interviews with as many applicants as they deem necessary. Consideration should be given to meeting with each candidate if possible, if the candidate has already been interviewed within the last year or is currently serving on a committee the sub-committee can waive an interview.

Prior to conducting interviews, the subcommittee shall prepare a list of questions that each applicant shall be asked and prepare an outline of the duties and responsibilities to review with the applicants. The committee will consider the knowledge, skills and abilities of each applicant and shall consider other composition considerations as outlined above.

The subcommittee shall recommend an appointment to the full board for consideration. The Select Board shall confirm all appointments.

Each Board member shall receive a copy of this policy when appointed. This policy shall be distributed to all applicants as part of the application process.

**Managing an Advisory Committee/Subcommittee:**

Define Mission Statement: The Select Board will clearly define the goals, objectives, tasks and responsibilities of the advisory/subcommittee.

Staff Support (Committee/Staff Relations): Since committees are voluntary and many committee members usually have other full-time jobs, it is important for them to have some staff or administrative support if at all possible and other resources necessary for the committee to complete its mission.

Board Relations (Communications): The Select Board will strive to maintain appropriate contact and communication with advisory/sub committees and shall meet with the Select Board annually.

Committee Evaluation: The Select Board shall on an annual basis review the Committees and Boards to ensure that they are meeting their goals and have the necessary resources to fulfill their mission. Care should be given to the committee structure to ensure that the committee members represent a broad spectrum of the community.

**Compliance with Right to Know Law FOAA:**

The Freedom of Access Act (FOAA) is a state statute that is intended to open the government of Maine by guaranteeing access to the "public records" and "public proceedings" of state and local government bodies and agencies. Information on FOAA can be obtained at [www.maine.gov/FOAA/](http://www.maine.gov/FOAA/).

Select Board:

Town of Waldoboro, Maine

\_\_\_\_\_  
Robert L. Butler, Chair

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Abden S. Simmons, Vice Chair

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Clinton E. Collamore

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Joanne C. Minzy

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Katherine W. Winchenbach