

Town of New Gloucester



Liaison Policy

Adopted August 6, 2012
Revised July 15, 2013
Revised November 18, 2013
Revised August 19, 2019

Town of New Gloucester Liaison Policy

Purpose

A liaison is a Select Board member who bridges between the Select Board and the appointed Committee to communicate and coordinate the activities of the Committee. Further, it is the responsibility of the Select Board Liaison to encourage cooperation and facilitate the exchange of information between the appointed Committee and the entire Select Board. Assigned purpose for each individual committee is delineated under specific committee designation.

Committee designation:

Budget Committee

Two Select Board Members (*non-voting*)

Attendance: Present at all meetings

Purpose: Answer questions directed to the Select Board

Business Communications

Chandler Brothers

Morrison Center

Pineland Farms

Shakers

One Select Board Member each with the Town Manager.

Purpose: Meet with the entity as needed to serve as a Board's representative

Cable TV Committee

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

Candidate/Referendum Committee

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: To work with committee members to establish an agreeable format.

CDBG Municipal Oversight Committee

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate as required as a member of the CDBG Committee

CIP Committee

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

Community Fair Committee

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee and assist the committee with planning and executing the annual fair

Cumberland County Finance Committee

One Citizen (*voting*)

Attendance: Present at all meetings

Purpose: Participate as required as a member of the CCBAC

Economic Development Committee

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input as necessary

Environmental Resources Committee

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Answer questions directed to the Select Board and provide input when necessary

Foreclosure Committee

Two Select Board Members (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

Land Management Planning Committee

One Select Board Member (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

Library Board of Trustees

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

Maine Waste to Energy

One member and one alternate (*voting*)

Attendance: Present at all meetings

Purpose: Participate as a voting member of the Corporation

Parks & Recreation Committee

One Select Board Members (*voting*)

Attendance: Present at all meetings

Purpose: Answer questions directed to the Select Board and provide input when necessary

Public Safety Committee

Two Select Board Members (*voting*)

Attendance: Present at all meetings

Purpose: Participate at all meetings as a member of the committee

School Board

One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

New Gloucester Water District

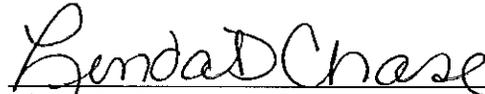
One Select Board Member (*non-voting*)

Attendance: As necessary

Purpose: Answer questions directed to the Select Board and provide input when necessary

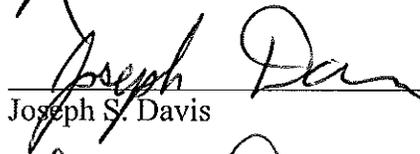
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Liaison Policy**

Signed and approved by the Board of Selectmen on AUGUST 19, 2019.


Linda D. Chase, Chairman


Karen L. Gilles, Vice-Chairman


George W. Colby


Joseph S. Davis


Tammy L. Donovan

Appendix A

Charge of Committees

Budget Committee:

The Budget Committee meets to review the Budget for the following fiscal year. The Select Board begins the Budget Process with a series of workshops and meetings. The Selectmen will then forward the Budget with their recommendations to the Budget Committee. The Committee will meet for review of the Budget, make their recommendations and once completed, will forward the Budget to a Public Hearing. After the Public Hearing, the Budget Committee commences, discusses and finalizes their numbers, and forwards their recommendations to the Board Selectmen. The committee will be comprised of nine at-large members, two Select Board Liaisons, and the Town Manager.

Business Communications:

Meet with the assigned entity as needed to serve as a Board's representative and the liaison to the Town.

Cable TV Committee:

The New Gloucester Cable Television Committee (CTC) oversees New Gloucester Television's (NGTV) public, educational and governmental (PEG) access Channel. The CTC is responsible for providing the citizens of New Gloucester with such coverage of civic and public events as the interest of the public, the availability of equipment and citizen participation permits. The CTC is responsible for the establishment, modification, supervision, and recruitment of citizen participation for NGTV. All functions shall be in accordance with the bylaws adopted by the CTC as approved by the Select Board and in accordance with all applicable federal, state, and local laws, statutes, rules, regulations, ordinances, codes, and orders. The CTC, through the Select Board, is authorized to receive donations and contributions for the purpose of operating, maintaining, and expanding NGTV. The committee will be comprised of seven at-large members, one Select Board Liaison and a staff member.

Candidate/Referendum Committee:

The Candidate/Referendum Committee will work with candidates on an agreeable format for televised programs and educate the citizens of New Gloucester on upcoming referendum issues. The committee will be comprised of five at-large members one Select Board Liaison and a staff member.

CDBG Municipal Oversight Committee:

The purpose of the Committee is to provide municipal input and recommendations to guide the Cumberland County Commissioners in designing and implementing community development and related programs. The goal of these programs is to help low and moderate- income people, to create jobs, to improve housing, and to increase the quality of life for the citizens of the County. The Committee operates under the terms authorized by the Cooperation Agreements signed between Cumberland County and the participating municipalities. One Select Board Liaison.

Capital Improvement Project (CIP) Committee:

It is the responsibility of the Capital Improvement Program Committee to arrive at a “Prioritized List” of proposed capital expenditures for the fiscal year to be recommended to the Select Board and Budget Committee. The recommendations are arrived at by reviewing requests that are being considered by the Town Manager and Select Board. The Committee reviews all capital expenditure requests in the form and funding methods submitted. The review process involves analyzing the project with regard to its effect on the quality of municipal services, impact on the tax rate, and on future operation budgets in the context of a five-year projection of capital expenditures based on department head requests.” The committee will be comprised of four at-large members, one Budget Committee Representative, one Planning Board Representative, one Select Board Liaison and the Town Manager.

Community Fair Committee:

Plan and execute the annual fair. The committee will be comprised of six at-large members, one Select Board Liaison and a staff member.

Cumberland County Finance Committee:

The Cumberland County Finance Committee is mandated by the Cumberland County Charter. One Select Board Liaison or Designee.

Excerpt from the Charter:

- 5.4 Finance Committee (FC)
 - 5.4.1 Committee Membership: Representatives to the FC shall be municipally elected officials from the Commissioner District in which their municipality resides. Municipally elected officials of each Commissioner District may appoint two (2) representatives to serve on the FC for a three (3) year term; a representative shall not serve more than two consecutive terms. No municipality shall have more than one representative unless it serves more than one half (½) of a District's population. A District Commissioner may appoint representatives to fill FC vacancies occurring 120 calendar days prior to the commencement of the Board's fiscal year. A FC vacancy shall immediately occur when representatives no longer qualify for membership.
 - 5.4.2 Finance Committee Meetings: On the call of the County Commissioners or at least 90 calendar days prior to the commencement of the fiscal year, the FC shall meet. The FC shall select a chairman from its full membership. It shall also appoint such other officers as it may deem necessary and create such sub-committees as may be necessary to perform its duties.

- **5.5 General Budget Procedures:** The County Commissioners shall present their preliminary budget to the FC with dispatch and at least fifty five (55) business days prior to the end of their fiscal year. The budget shall also present a 3 year estimated revenue projection. The County, through the Board, shall provide the Committee with all the reasonable resources necessary to scrutinize the budget, transparency being the imperative. The FC shall act on the budget with dispatch and take action no later than thirty (30) business days prior to the end of the County's fiscal year or the Board's preliminary budget shall be considered FC endorsed. Upon receipt of the FC's provisional Budget and at least ten (10) business days prior to the end of the County's fiscal year, the Commission shall adopt their final budget. The Board may modify and reinstate any and all of the proposed FC's changes by a recorded majority vote of a full Board; the Board shall provide written definitive reasons to the public for their revisions.

Economic Development Committee:

The New Gloucester Economic Development Committee will work to galvanize local businesses and to create centers for commercial activity. Efforts will focus on enhancing existing business conditions and attracting new and complimentary businesses to the area:

1. To develop municipal initiatives that support existing and future businesses.
2. To maintain and leverage the community's inherent character.
3. To promote Pineland and the development of additional modern, livable business districts.
4. To strengthen existing business relationships.
5. To attract new business that is compatible with the community, meets the needs of residents, and captures lost community revenues.

The committee will be comprised of seven at-large members, one Select Board Liaison and a staff member.

Environmental Resources Committee:

The mission of the Environmental Resources Committee will be to (1) participate in and report on regional environmental projects such as those associated with the Royal River Watershed and Sabbathday Lake Watershed or as requested by other groups (2) to serve on ad hoc committees for such things as land acquisition, water supplies, road planning and maintenance, energy efficiency or wildlife habitat and (3) provide information and education for Town initiatives such as recycling, Upper Village planning project, public water supply, trail systems or other conservation activities. The committee will be comprised of six at-large members, one Select Board Liaison and a staff member.

Foreclosure Committee:

This committee shall conduct the following research and make an informed recommendation to the Select Board for disposition of properties:

- Current use
- Assessed value
- Size
- Location
- Zoning

The committee will be comprised Town Planner, Assessor's Agent, Public Works Director, Town Manager, Code Enforcement Officer, Deputy Clerk, Public Safety Chief, Environmental Resources Committee Chairman, Planning Board Chairman, Parks & Recreation Committee Chairman and two Select Board Liaisons.

Land Management Planning Committee (LMPC):

It is the mission of the Land Management Planning Committee to assist in the improvement and development of municipal policies affecting growth and conservation in New Gloucester by reviewing ordinances and organizing community planning. In general, the Land Management Planning Committee serves as an advisory board that reviews ordinances and regulations, but the committee has also been asked to develop long range growth management strategies to submit to the town for approval. The committee will be comprised of seven at-large members, Planning Board Representative, one Select Board Liaison and a staff member.

Library Board of Trustees:

The New Gloucester Public Library is a vital community resource through which all citizens may pursue knowledge in a process of lifelong learning. The library pledges to: select, organize, maintain, and make available a balanced collection of accurate and current materials providing a reliable source of information in an increasingly complex world; recognize and respond to the changing needs of all members of the community so that each individual may gain access to the whole spectrum of knowledge through existing networks of information resources; offer programs to enable users to discover and develop their appreciation of arts and literature and the joys of recreational reading; function as a model of responsible citizenship, encouraging freedom of expression and a constructive critical attitude toward public issues, and fostering awareness of our connection to our local, national, and global community. The committee will be comprised of five at-large members, one Select Board Liaison and a staff member.

Maine Waste to Energy:

Maine Waste to Energy provides reliable, safe, and economical waste processing and disposal services for members, associate towns, private haulers, and local citizens. Our advanced facility uses efficient combustion and air pollution control equipment to create clean, renewable energy from an unavoidable byproduct of life. The modern process lessens landfill volumes, minimizes air pollution, and helps offset the use of fossil fuels. It is a necessary and effective part of Maine's waste hierarchy that we are proud to provide to our communities. One staff member or alternate.

Parks and Recreation Committee:

It is the mission of the New Gloucester Parks and Recreation Department to provide facilities and programs that will help enrich the lives of its residents and visitors.

The Committee develops a long-range plan for Recreation, the facilities and Community Fair in collaboration with the Director. It also coordinates various recreational opportunities for New Gloucester citizens of all ages and seeks to create relationships with other recreational providers (Gray, Pineland, YMCA, Little League, etc.) to supplement programs that might be offered by the town. The committee will be comprised of six at-large members, one Select Board Liaison and a staff member.

Public Safety Committee:

The Public Safety Committee is a standing committee established by the Select Board that deals with community and regional safety as it relates to law enforcement, fire protection, traffic, and transportation systems. The committee identifies public safety problems and problem areas in the community; evaluates and recommends remedies/programs for public safety problems; researches funding opportunities and processes grants; monitors pending public safety legislation; works with other related committees; works with county and state agencies (MDOT, MTA, MSP, and CCSO); educates the public, coordinates volunteers; and encourages enforcement of public safety laws. The committee will be comprised of five at-large members, Public Safety Chief, Public Works Director and two Select Board Liaisons.

School Board:

Liaison to this committee serves to answer questions directed to the Select Board and provide input when necessary. The committee will be comprised of five elected members and one Select Board Liaison.

New Gloucester Water District:

The Water District Board of Trustees, in conjunction with Local, State and Federal authorities, operates and maintains the New Gloucester Water District. The Board of Trustees will be comprised of three elected members and one Select Board Liaison.