

TOWN OF GRAY
GRAY TOWN COUNCIL
AGENDA • NOVEMBER 15, 2022

**Gray Town
Council Workshop**

Town Council Chambers
24 Main Street, Gray, ME 04039
<https://us06web.zoom.us/j/86464394775>
Phone 646-558-8656 / Meeting ID: 86464394775

6:00 PM

CALL to ORDER

Roll Call

WORKSHOP 6:00 PM - 6:55 PM

- Committee Policy updates
- Council Rules & Decorum Policy update

** The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office at least 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

**TOWN COUNCIL
COMMITTEES & AFFILIATIONS-BOARDS POLICY
TOWN OF GRAY, MAINE**

*Extracted from Town Council Rules, August 1, 2017
Amended November 14, 2017
Amended October 16, 2018
Amended October 1, 2019
Amended November 12, 2019
Amended December 17, 2019
Amended March 10, 2020
Amended March 24, 2020
Amended September 15, 2020
Amended December 15, 2020
Amended July 06, 2021
Amended September 21, 2021
Amended June 7, 2022*

TOWN COUNCIL COMMITTEES

The Town Council has the authority to create standing or special (ad hoc) committees to assist the Council in its work. Some committees; the Board of Assessment Review, the Finance Committee, the Planning Board and the Zoning Board of Appeals are required by State Statute and/or Town Charter. The term “committee” as used in this Policy is intended to also include any boards, commissions or other similar terms for groups established by the Town Charter, state law or the Town Council to assist in the conduct of Town governance and operations. All committees consist of members appointed by the Town Council. -The term “board” as used in this Policy is intended to be used only for “quasi-judicial” entities. At the commencement of the municipal year, or as soon thereafter as possible, there shall be chosen the following Town standing committees and boards:

- A. Wild Blueberry Festival Committee
- ~~B. Board of Assessment Review~~
- ~~C. Community Economic Development Committee (CEDC)~~
- ~~D. Community Television Advisory Committee (CTCAC)~~
- ~~E. Dry Mills Schoolhouse Museum Committee~~
- ~~F. Finance Committee~~
- ~~G. General Assistance Fair Hearing Authority~~
- ~~H. Library Board of Trustees~~
- ~~I. Ordinance Advisory Committee (OAC)~~
- ~~J. Open Space Committee~~
- ~~K. Planning Board~~
- ~~L. Recreation Committee~~
- K. Resiliency Committee
- L. Brownfields Advisory Committee

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M. Planning Board

N. Zoning Board of Appeals (ZBA)

O. Board of Assessment Review

~~N.P.~~ Board of Health

Unless dictated by State Statute or the Town's Charter, all Town committees and boards are subject to the rules listed below. Town Council may depart from the rules listed below as appropriate for the mission of any committee. Affiliate Committees are not subject to Town rules.

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

TOWN COUNCIL AFFILIATIONS

The Town Council maintains working relationships with a wide variety of public, private and civic organizations. These organizations are involved in a wide variety of activities. Some develop and maintain cultural and recreational opportunities. Others are interested in protecting the natural habitat of our community or curating its history. There are civic minded organizations looking to help those that are less fortunate than themselves and all of them contribute to our community in positive ways. Some organizations, like the Maine Municipal Association (MMA) or the Greater Portland Council of Governments (GPCOG) are voluntary associations the Town belongs to. Our affiliation with these groups helps the Town Council, Town Manager and Staff further Gray's interests on the regional and state level.

The Council has not created these groups and is not responsible for overseeing their operations, their finances or in most instances selecting their members.

No Town Council Committee or affiliated organization can claim to be working on the Town Council's behalf without first seeking permission from the Council to do so.

If the Council provides an affiliated group with funding, the group shall issue a report on the status of the group's work at a time determined by the Council.

This policy is not intended to be a complete list of the organizations the Town Council is affiliated with, but to define the Council's relationship with them.

The Council reserves the right to create additional conditions or expectations as needed and end its relationship with any affiliated group at any time.

COUNCILOR LIAISON APPOINTMENTS

The members of the Town Council shall serve as liaisons on Town Council Committees and may serve on Affiliated organizations. Councilors;

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- A. Shall be chosen as Liaisons by a majority vote of the Town Council.
- B. May be the liaison for more than one committee.
- C. Shall serve in a non-voting, ex-officio capacity.
- D. Shall have the right to speak, ask questions and participate in Committee deliberations. A Council Liaison to the Planning Board, Board of Assessment Review or Zoning Board of Appeals shall be permitted to speak in support of or opposition to an application and participate in deliberations only to the extent otherwise permitted for all members of the public and shall do so in the same manner as permitted for members of the public. To the extent a Council Liaison has an actual or perceived conflict of interest with regard to an application before the Board of Assessment Review, Zoning Board of Appeals or Planning Board, he or she must disclose said conflict prior to speaking on or participating in any deliberations of such bodies.
- E. Liaisons are expected to attend their committee meetings.

COMMITTEE MEMBER APPOINTMENTS

At the first Town Council meeting in August, or as soon thereafter as possible, the Town Council shall make appointments to Town Council Committees.

The following rules shall apply to all committee member appointments:

- A. In general a committee applicant shall be a resident of the Town of Gray throughout their term. When a committee partners with other towns or regional groups to solve problems or provide services the Town Council may choose to appoint non-residents to the committee. For example, the Recreation Committee may also include residents of New Gloucester. The majority of the members on any Town Council committee must be residents of the Town of Gray. Applicants must be eighteen (18) years of age unless exempted by the Town Council.
- B. Citizens applying or reapplying for committee membership must submit an application.
- C. Committee appointments are for three (3) year terms to end on August 31st of the designated year, unless otherwise specified by the Council at the time of initial appointment or reappointment. The Council Member to the Finance Committee's term shall be 1 year and end on Election day.
- D. The terms of committee members shall be staggered so not more than one third (1/3rd) (approximately) of the committee's appointments end in the same year.
- E. Committee members shall serve without compensation unless otherwise specified by the Council.

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- F. Appointees may only serve on one (1) of the following committees at a time; Planning Board, Zoning Board of Appeals, Finance Committee and Board of Assessment Review.
- G. No more than one (1) member of an immediate family shall serve on the same committee at the same time.
- H. A committee position may be considered vacated if the member is unable to attend more than ¼ of regular meetings in a twelve-month period starting at appointment, and annually thereafter until term expiration.
- I. Any committee member can be removed for cause after due notice and hearing by the Town Council.
- J. Committee members may be compensated as a consultant for the Town provided that the Town Council approves the contract for services to be provided and the committee on which the individual is currently serving is not responsible for supervising the services to be provided during the contract term or for 30 days after the individual's service on that committee is terminated.
- K. In the event a committee member has an actual or perceived conflict of interest with regard to a matter before the committee on which he or she serves, including, but not limited to the fact that the committee member has entered into a contract with the Town to provide services related to the committee's work or scope of review, he or she must disclose said conflict prior to speaking on or participating in any deliberations of the committee related to the matter for which the conflict exists. Following disclosure of the conflict, the remainder of the committee shall vote on whether the disclosing committee member can participate in discussions or decisions regarding the matter in an impartial manner. Refer to the Town of Gray Conflict of Interest Policy for more information.

Planning Board, Zoning Board of Appeals, and Assessment Review Board members must be sworn in by the Town Clerk as soon as possible after being appointed by the Town Council.

TOWN COUNCIL COMMITTEES RULES

All committees shall:

- A. Elect a Chairperson who is responsible for implementing this Town Council Committee Policy.
- B. Use the same parliamentary procedures as those adopted by the Town Council.
- C. Committee members will include the Town Council Liaison in all committee correspondence and comply with the State of Maine's Freedom of Access Act (FOAA).
- D. Submit meeting times, dates, locations and agendas two (2) business days in advance to the Town Manager or their designee.

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- E. Committees without a quorum (a majority of members present) may continue to plan, meet and discuss their work. Except to schedule future meetings, no decisions or recommendations can be made by a committee without a quorum.
- F. Create meeting minutes which shall include;
 - 1. A list of members in attendance or absent.
 - 2. The date, time and location of the meeting.
 - 3. A summary of the committee's work.
 - 4. A record of any votes taken during the meeting.
 - 5. A list of names/addresses of any member of the Public who attended to speak at the committee meeting and a brief summary of their comments.
- G. Record the meeting minutes. The committee may elect a secretary to record their minutes if the committee wishes to do so.
- H. Send meeting minutes to the Town Manager or their designees within seven (7) days of the minutes approval date.
- I. Submit an Annual Report of the committee's work at the end of each fiscal year. The Annual Report must be completed and sent to the Town Manager by the date requested. The Council may ask the committee to present its report at a Council meeting.
- J. If for any reason, the Chairperson is unable to implement this policy, they are to inform the Town Council Liaison and/or the Town Manager as soon as possible.

The Town Manager, or their designee, shall be responsible for posting committee documents on the Town's website and providing Town Councilors with committee agendas, meeting minutes and annual reports.

The Town of Gray Town Council Remote and Hybrid Meeting Policy was amended on June 7, 2022. The policy applies to all committees unless that committee adopts a separate policy. For the Planning Board and Zoning Board of Appeals, the hybrid model should be used whenever feasible. For all other committees, hybrid, remote or in person meetings can be used based on the majority of committee members wishes. If hybrid or remote meetings are used, the Town Zoom account should be used to ensure recording of the meetings.

- 1. Planning Board
- 2. Zoning Board of Appeals

TOWN COUNCIL COMMITTEES

WILD BLUEBERRY FESTIVAL COMMITTEE

- A. Established:

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1. The End of Summer Fest Committee was created on December 6, 2016. The committee was re-named the Blueberry Festival Committee on May 2, 2017. The committee was re-named the Wild Blueberry Festival Committee in 2022.

B. Membership:

1. The Wild Blueberry Festival Committee shall consist of five (5) members and one alternate.

C. Duties:

1. Celebrate and promote the Town of Gray, including local businesses, community and school organizations, and Pennell Complex; ^{[[1]]}_{[[SEP]]}
2. Build on existing, and foster new, collaborative efforts in town; ^{[[1]]}_{[[SEP]]}
3. Create ‘new childhood’ memories with this event and revive the ‘old childhood’ memories of Gray’s Old Home Days; ^{[[1]]}_{[[SEP]]}
4. Educate attendees by offering interactive booth demonstrations and exhibits.

BOARD OF ASSESSMENT REVIEW

A. Membership:

~~1. The Board of Assessment Review shall consist of three (3) members.~~

B. Duties:

~~The Board of Assessment Review shall have the power to;~~

- ~~1. Review any tax assessment complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Assessor.~~
- ~~2. Administer oaths.~~
- ~~3. Take testimony.~~
- ~~4. Hold hearings.~~
- ~~5. Adopt regulations regarding the procedure of assessment review not otherwise inconsistent with State or local law.~~

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE (CEDC)

A. Membership:

1. There shall be a Community Economic Development Committee consisting of five (5) members, and one alternate.
2. In addition, the Town Planner; a designated member of the Planning Board, and a designated member of the Town Council shall be ex-officio members who shall be non-voting members of the Committee.

B. Duties:

1. The CEDC shall promote and/or participate in initiatives that will:

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- a. Cultivate community and cultural connections in Gray.
 - b. Revitalize and preserve the charm of the Village.
 - c. Support improvement, responsible expansion, and retention of established businesses in the Town of Gray.
 - d. Stimulate the establishment of new businesses that will diversify the tax base and align with the goals of the Comprehensive Plan of the Town of Gray.
 - e. Promote opportunities for local citizens who desire to open businesses or cottage industries.
2. The CEDC shall cooperate with other community, region, state organizations and agencies to promote, assist, encourage and develop the community and economic climate of the Town of Gray.

COMMUNITY TELEVISION ADVISORY COMMITTEE (CTAC)

- A. Established:
1. The Community Television Advisory Committee was created March 24, 2020.
- B. Membership:
1. The Committee shall consist of seven (7) members, four (4) of whom shall be residents of the Town of Gray. Other members may include representatives of MSAD15, a private school from either Gray or New Gloucester, the Gray/New Gloucester Development Corporation or a non-profit organization from Gray.
- C. Duties:
1. The Community Television Advisory Committee shall meet no less than once each quarter of the year; and may schedule additional meetings as needed.
 2. It shall be responsible for keeping the Gray Town Council informed of Public, Educational and Government related matters as they relate to:
 - a. Recommending improvements in Public, Educations and Government programming to the Town Manager and Station Manager.
 - b. Making recommendations regarding relevant emerging technologies and other broadcast options to the Town Manager and Station Manager.
 - c. Promoting and developing optimal utilization of the PEG system;
 - d. Promoting community outreach and providing a forum for citizen recommendations and concerns regarding the use of equipment, facilities, programming and other related issues.
 - e. Promoting support for quality community television in Gray.
 3. Explore and cultivate available programming sources.
 4. Examine emerging technologies and other telecast or online streaming options for public, educational and governmental meetings.

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DRY MILLS SCHOOLHOUSE MUSEUM COMMITTEE

A. Membership:

1. The Dry Mills Schoolhouse Museum Committee shall consist of five (5) members, and one alternate.

B. Duties:

1. The mission of the Dry Mills Schoolhouse Museum located adjacent to the Maine Wildlife Park's campus in Gray, Maine, is to offer a venue for locals and visitors to take a step back in history for an experiential visit in a mid-1800's schoolroom.
2. The restored, one-room schoolhouse displays old photographs, hands-on items, and period books, including a copy of one of the century's teacher journals.
3. We strive to fully restore and secure the Dry Mills Schoolhouse for posterity, to preserve its rich history, to open and present it to the public on a regular basis, to allow Gray residents, individual visitors, and student groups direct access to an educational immersion experience, and to provide a preserve for inter-mutual community and celebratory events.
4. The Dry Mills Schoolhouse: Preservation of our Past and Pathway to our Future.^{[[[SEP]]]}

FINANCE COMMITTEE

A. Membership:

1. The membership of the Finance Committee shall consist of three (3) members, at least one (1) member shall be a Town Councillor.
2. All other members shall be chosen from among the citizens duly registered to vote in Gray.
3. The Council member(s) shall be appointed annually following the municipal election.
4. The Finance Committee shall elect a Chairperson from among its members. The Chairperson of the Finance Committee should be a resident, not a Councillor, whenever possible. In the event that the Finance Committee wants to elect the Council representative as Chair, they will submit that recommendation to the Town Council for approval by majority vote.

B. Duties:

1. The Finance Committee's role shall be advisory only, except for those duties and responsibilities specified to them by the Town Charter or by ordinance. Some of the responsibilities include but are not limited to:
2. Any time this committee schedules to meet, it shall properly notice the public in accordance with the Town Charter and State law.

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3. All committee votes are advisory and shall be reported to the Council as a whole for final disposition.

4. Review the following: ~~the monthly financial reports of the Town, including the Town's investments and policy and report the results to the Council as a whole.~~

(i) Monthly financial reports

(ii) Annually the Town's investments and fiscal policy

(iii) Accounts Payable and Payroll warrants on a schedule created with the Finance Director.

The Council's member of the Finance Committee will provide updates at the Council's regularly scheduled meetings.

~~(ii)(iv)~~

5. Develop and review biannually, the investment policies of the Town, assuring that all assets of the Town have been properly protected and invested in compliance with State and Federal laws and regulations.

6. Meet with the auditors annually and report their findings to the Council.

7. If so authorized, the Committee may recommend additional procurement policy items in accordance with the Charter that may be recommended to the management of the Town.

8. Make recommendations to the Council.

GENERAL ASSISTANCE FAIR HEARING AUTHORITY

A. Established:

1. The Committee is established and governed by the Chapter 601 General Assistance Ordinance.

B. Membership:

1. The Committee shall consist of three (3) Town Councilors.

C. Duties:

1. The Committee shall be responsible for implementing "Section 7.3 The Hearing Procedure" as well as any other requirements found in the Chapter 601 General Assistance Ordinance.

LIBRARY BOARD OF TRUSTEES

A. Membership:

1. The Library Board of Trustees shall consist of seven (7) members.

2. The Library Director shall be appointed by the Town Manager, upon recommendation of the Library Board of Trustees.

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B. Duties:

1. The Library Board of Trustees shall adopt policies relating to the operation and planning of the Library.
2. Board of Trustees shall establish rules and policies to guide the Library Director, subject; however, in both instances to the provisions of the Town Charter, Town Ordinances and Town's Personnel Policy. ^{1}_{SEP}
3. The Library Director shall be responsible to the Town Manager for following the guidelines set forth by the Board of Trustees. ^{1}_{SEP}
4. All expenditures of library funds shall be made by the Town Treasurer upon request of the Board, or in cases where the Librarian is authorized by the Board, upon request of the Librarian. ^{1}_{SEP}
5. The Library Trustees shall have the authority to use the Library Reserve funds for purchases or services pertaining to the Library.
6. Purchases made from the Library Reserve must be maintained only with funds from the Library Reserve Fund.
7. The Library Reserve Fund shall consist of gifts or donations to the Gray Public Library, and any interest generated by these funds.
8. The use of such funds shall be approved by a majority vote of the Library Board of Trustees, and the Library Director.
9. A purchase order signed by the Library Director and the Chair of the Trustees shall be submitted to the Town Treasurer, no further approval shall be required. ^{1}_{SEP}

OPEN SPACE COMMITTEE

A: Established

1. This committee was created on September 17, 2019

B. Membership:

1. The membership of the Open Space Committee shall consist of three (7) members,

C: Duties:

1. To inventory public and conservation lands, habitat protection, recreational areas, and possible greenbelt areas. To coordinate with the Comprehensive Plan Committee and Facilitator to gather data and collect survey information from the community. To identify existing and proposed areas for future Open Space planning. To create a vision for Open Space in Gray and to form a Statement of Purpose for an Open Space plan coordinating with the Comprehensive Plan Committee.

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2. To engage in discussions with landowners and regional land trusts and make recommendations to the Town Council in order to help secure access to land/corridors through acquisitions, easements, land swaps, and other forms of agreements.
3. To assist with fundraising for land/corridor acquisition from private and public sources.

ORDINANCE ADVISORY COMMITTEE (OAC)

A. Established:

1. This committee was created on November 12, 2013.

B. Membership:

1. The membership of the Ordinance Advisory Committee (the Committee) shall consist of at least three (3) and no more than five (5) members, in addition to the Planning Director of their department staff assignee;
- ~~2. In addition, a staff member of the Community Planning Department shall be a non-voting ex-officio member of the committee.~~

C. Duties:

1. The committee ~~shall function~~ shall constitute an advisory body (or, sounding board) to the Planning Director and Development Office staff, including the Planning and Code Enforcement Departments as a sounding board for the Town Council and Community Development staff.
2. When determined necessary by the Town Council, Town Manager, or the Planning Director, the committee shall review and comment on changes to the Town's existing zoning ordinances with emphasis on land use ordinances including but not limited to -Zoning, Subdivision, Shoreland Zoning, and Street Ordinances as well review and comment on as assist in creating new and revised new zoning ordinances, districts, and standards to help the Planning Director address goals set by the Town Council.
- ~~3. When first appointed, members of the Committee shall be appointed one for one year, one of two years, and one for three years. Subsequent appointments shall be for three-year terms.~~

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PLANNING BOARD

A. Membership:

- ~~1. The Planning Board shall consist of five (5) members and two (2) alternates. The two Alternate members will be appointed to the Board by the Town Council in the same manner as full members. All full and alternate member vacancies shall be filled by~~

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~~the Council. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.~~

~~B. Duties:~~

~~The Board shall;~~

- ~~1. Be responsible for reviewing and approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.~~
- ~~2. Be responsible for the constant supervision of the Zoning and Subdivision of the Zoning and Subdivision Ordinances and for recommendations to the Town Council for changes in each.~~
- ~~3. Perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine. [17]~~
- ~~4. Offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.~~

RECREATION COMMITTEE

A. Established:

1. The Committee shall be responsible for performing and carrying out its duties in accordance with the rules, regulations, and guidelines set forth in the Gray Land Bank Ordinance adopted September 6, 1988, as amended.

B. Membership:

1. The Recreation Committee shall consist of five (5) members.
2. In addition, a staff member of the Recreation Department shall be a non-voting ex-officio member of the committee.

C. Duties:

1. The Committee shall advise and recommend to the Town Council on recreational and public parks matters, such as: programs, policies, development, planning, or leisure time activities.
2. In cooperation with the Town Manager and the Parks and Recreation Director the Committee shall assist in initiating and maintaining progressive programs and activities.
3. The committee shall engage the community to build a volunteer base and connect them to community events and programs.

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4. The committee will consider community feedback and research and identify opportunities for programs, events, and resources to bring to Gray.
- D. The committee, when appropriate, will collaborate with other local recreation departments including but not limited to New Gloucester Recreation Department. Collaborations with New Gloucester will be branded as GNG Recreation.

RESILIENCY COMMITTEE

A. Membership:

- a. The Resiliency Committee shall consist of five (5) regular members and one (1) alternate member.
- b. In addition, a staff member of the Recycling and Solid Waste Department shall be a non-voting ex-officio member of the committee.

B. Duties:

The committee shall:

1. Expand education for Residents via GCTV/Website streaming programming in partnership with GNG School system, newsletter, electronic platforms, bulletin boards, Library, flyers and direct mailings on topics related to Resiliency Planning, waste reduction, renewables and/or energy efficiency and Climate action.
 - a. Proper composting to work towards reducing food waste
 - b. Tips/Information on the pillars of waste handling: Avoid/Reduce, Reuse, Recycle, Recover, Dispose
 - c. Classes on relevant topics such as vermiculture and biodigesters
 - d. Native plantings, canopy catalog/planning, fertilizer transition plans for open space/school fields/municipal properties
 - e. Practical zero waste approaches to lifestyle and events
2. Assist with Resiliency and Climate Action Planning, as appropriate, to identify baseline, identify forecasted changes in coming years, identify actionable items in categories (1) municipality (2) neighborhoods (3) residents. Working with the Community organizations that are mission aligned, promote action on items in categories (2) and (3).
3. Work with Organizations, Companies, Non-Profit groups and Residents to conduct readiness assessment for Repair Café, Tool Library, Salvage/Reclaim depot, Upcycling, Greenbuilding, Plant Swap, Seed bank, etc.

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4. Make recommendations, as appropriate, to modify Town’s current disposal policies, sticker compliance, fee structure that will enhance and/or reduce cost of the operations.
5. Work with Solid Waste Director to promote/host Hazardous Waste Day to educate Residents on hazards of improper disposal and share policies, options, changes on an annual basis.

For all duties outlined – encourage partnerships and collaboration with other Towns to develop regional approaches wherever possible.

BROWNFIELDS ADVISORY COMMITTEE

A. Membership:

1. The Brownfields Advisory Committee is selected by the Town Manager or their designee in the Planning Department, and should include at least three (3) voting members who are Gray residents.

B. Other members to be selected by the Town Manager or their designee would include a representative from the United States Environmental Protection Agency Region 1 assigned as project manager for Gray, or their designee; a representative from the Maine Department of Environmental Protection, or their designee, and other regional health and economic development agencies.

C. At such time as the Town’s Brownfields program funding expires, the Advisory Committee will be disbanded.

Duties:

D. The committee shall:

Advise Town staff on prospective properties for Brownfields assessment, cleanup, and reuse planning.

E. Assist Town staff with outreach to the Gray community and to property and business owners.

F. Assist Town staff with related tasks to the grant program.

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TOWN BOARDS

PLANNING BOARD

A. Membership:

1. The Planning Board shall consist of five (5) members and two (2) alternates. The two Alternate members will be appointed to the Board by the Town Council in the same manner as full members. All full and alternate member vacancies shall be filled by the Council. The Planning Board shall meet up to twice a month at the discretion of Planning Department Staff.

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B. Duties:

The Board shall:

1. Be responsible for reviewing and approving, when in order, subdivision plans, site plans, conditional uses, and Shoreland Zoning applications in accordance with State Statutes and Town Ordinances.
2. Be responsible for the constant supervision of the Zoning and Subdivision of the Zoning and Subdivision Ordinances and for recommendations to the Town Council for changes in each.
3. Perform such duties and exercise such powers as are provided by the Town Ordinances and the laws of the State of Maine.

C. Offer advice and assistance, and make recommendations to the Town Council, Town Manager and other Town committees and staff as needed or requested.

ZONING BOARD OF APPEALS (ZBA)

A. Membership:

1. The Zoning Board of Appeals shall consist of five (5) members.

Prior to their applications being submitted to the Town Council for consideration, Applicants must attend Local Planning Boards and Zoning Board of Appeals training offered by Maine Municipal Association or comparable training identified by or offered by the Town. Please refer to the zoning ordinance for any additional requirements that may apply.

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A. Duties:

The board:

1. Shall hear and decide administrative appeals where it is alleged there is an error in any order, requirement, decision, or determination by the Code Enforcement Officer in the enforcement of the Zoning Ordinance.
2. Shall hear and decide variance appeals in specific cases where a relaxation of the terms of the Zoning Ordinance would not be contrary to the public interest and where owing to conditions peculiar to the property and not the result of the actions of the applicant, a literal enforcement of the Zoning Ordinance would result in unnecessary or undue hardship, all as provided by State law and the terms of the Zoning Ordinance.
3. May grant a disability variance to a property owner for the purpose of making that property accessible to a person with a disability who is living on the property, in accordance with State law.

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4. Shall perform its duties and be governed by Title 30-A M.R.S.A. Section 2691, as amended, and the Zoning Ordinance, Section 402.32.

BOARD OF ASSESSMENT REVIEW

A. Membership:

The Board of Assessment Review shall consist of three (3) members.

~~— Prior to their applications being submitted to the Town Council for consideration, Applicants must attend Local Planning Boards and Zoning Board of Appeals training offered by Maine Municipal Association or comparable training identified by or offered by the Town.~~

Duties:

The Board of Assessment Review shall have the power to:

Review any tax assessment complaint of property owners, and revise assessments for the purpose of taxation of real and personal property within the Town limits made by the Assessor.

Administer oaths.

Take testimony.

Hold hearings.

~~— Adopt regulations regarding the procedure of assessment review not otherwise inconsistent with State or local law. —~~

BOARD OF HEALTH

Maine Revised Statutes Title 22 §453. Local board of health (as of 2022/10/27)

Any municipality may appoint, in addition to the local health officer, a board of health consisting of 3 members besides the local health officer, one of whom shall be a physician if available in the community, and one a woman. When first appointed members of the board shall be appointed one for one year, one for 2 years and one for 3 years. Subsequent appointments shall be for 3-year terms.

The local health officer shall be secretary ex officio of said board and keep a record of all proceedings. The local board of health shall constitute an advisory body to the local health officer.

RETIRED TOWN COUNCIL COMMITTEES

CHARLES BARKER SCHOLARSHIP COMMITTEE

A. Membership:

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**TOWN COUNCIL
COMMITTEES & ~~AFFILIATIONS-BOARDS~~ POLICY
TOWN OF GRAY, MAINE**

1. The Charles Barker Scholarship Committee shall consist of four (4) members, of which no member shall be a member of the School Board.
2. In accordance with the terms and conditions of the Charles Baker Scholarship Fund, "Such committee members shall serve until a similar committee shall have been appointed or reappointed after the next selection of a Board of Selectmen (Town Council) of said Town."

B. Duties:

1. The Committee shall be responsible for determining the allocation of scholarship funds to worthy students of Gray Schools for the purpose of assisting with expenses for higher education and post-secondary schools. ^{1}_{SEP}

The Committee's responsibility shall be carried out in accordance with the terms and conditions of the will dated December 17, 1969, set forth by the late Charles W. Barker.

GRANGE NO. 41 SCHOLARSHIP FUND COMMITTEE

A. Established:

1. The Committee's responsibilities shall be carried out in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund formally accepted by the Gray Town Council on May 7, 1991, and signed by Gordon Kimball, Sr. Treasurer of Gray Grange No. 41 on July 25, 1991

B. Membership:

1. Gray Grange No. 41 Scholarship Fund Committee shall consist of three (3) members.
2. The three (3) members shall consist of the Principal of the Gray-New Gloucester High School, one (1) person appointed by the Town Council, and one (1) resident of Gray who initially shall be or was a former member of Gray Grange No. 41.
3. Committee members shall be appointed by the Town Council, in accordance with the terms and conditions of the Gray Grange No. 41 Scholarship Fund.

C. Duties:

1. The Committee shall be responsible for the Gray Grange No. 41 Scholarship Fund for postsecondary education. Selected recipients must be residents of the Town of Gray, pursuing postsecondary education.

LADDER TRUCK COMMITTEE

A. Established:

1. Per June 13, 2017 Town of Gray municipal election results, the Town Council shall appoint a citizens ad hoc committee. The Ladder Truck Committee was created on June 13, 2017.

**TOWN COUNCIL
COMMITTEES & AFFILIATIONS-BOARDS POLICY
TOWN OF GRAY, MAINE**

B. Membership:

1. The Ladder Truck Committee shall consist of seven (7) members.
2. Five (5) shall be citizens of Gray.
3. Two (2) shall be non-voting ex-officio members:
4. One (1) shall be the Director of Public Safety.
5. One (1) shall be a Town Counselor.

C. Duties:

1. The Committee shall to hold one or more public hearings in the fall/winter of 2017/2018 to study whether the Public Safety needs of the Town require the replacement of the current ladder truck.
2. If the committee decides to recommend the purchase of a new ladder truck, the committee must make its final recommendation in time for the Council to include the proposal on the 2018 Town meeting warrant.

PUBLIC SAFETY COMMITTEE

A. Membership:

1. The Committee shall consist of nine (9) members.
2. Two (2) members from the Public Safety Department.
3. Three (3) Gray residents who are not employees of the Town or affiliated with any law enforcement agency.
4. Four (4) non-voting ex-officio members of which;
5. One (1) a member of the Maine State Police.
6. One (1) a member of the Cumberland County Sheriff's Department.
7. One (1) the Town of Gray Public Safety Director.
8. One (1) member of the Gray Town Council.

B. Duties:

The committee shall;

1. Be concerned with various matters of community safety as they relate to law enforcement, fire protection, traffic, and the transportation systems that support traffic. Including both vehicle and pedestrian and those issues outside of Gray that

TOWN COUNCIL
COMMITTEES & ~~AFFILIATIONS-BOARDS~~ POLICY
TOWN OF GRAY, MAINE

have impacts within the community such as regional transportation corridors and projects.

2. Work towards developing the necessary plans and recommendations that shall achieve improved community safety. ^{L}_{SEP}
3. Advise the Public Safety Director in areas of community and building safety issues, making recommendations where appropriate. ^{L}_{SEP}
4. Work with the Maine Department of Transportation, Maine Turnpike Authority, the Maine State Police and the Cumberland County Sheriff's Department in matters of traffic and safety issues. ^{L}_{SEP}

May work with and assist other standing committees and, where appropriate, special committees of the Town. ^{L}_{SEP}

COMPREHENSIVE PLAN STEERING COMMITTEE

A. Established:

1. The Comprehensive Plan Steering Committee was created on May 7, 2019.

B. Membership:

1. The Comprehensive Plan Steering Committee shall consist of a minimum of nine (9) and a maximum of eleven (11) members and two (2) alternates.

C. Duties are to oversee:

1. The compilation of a Comprehensive Plan to replace the current 15+ year old Plan.
2. That the Plan incorporates input from a cross-section of the Town residents and represents the majority of Gray residents, property owners, and businesses through extensive public outreach.
3. To create a viable and implementable Future Land Use Plan designed to accommodate anticipated residential and commercial growth over the next 10 to 20 years.
4. The final plan should include sufficient measures to be deemed consistent with the Growth Management Act by the State.

	A	B	C	D
1	11/04/22			
2				
3	I offered to reconcile the TC Rules and the TC Decorum Policy. The Decorum Policy was born out of frustration regarding the past performance of previous Councils. Much if not all of it is redundant and was created because most Councilors at the time didn't fully understand the existing TC Rules and Robert's Rules of Order or how to apply them. In addition it only makes sense to have just one document (and place to look) as the source for the TC's rules. Finally I have experimented this format in an attempt to allow for a side by side comparison of the 2 documents. I'm not sure it works, but that's why we experiment :-)			
4	Thanks, Dan			
5				
6	TC RULES		TC DECORUM POLICY starts on row 72.	COMMENTS
7				
8	SECTION 602.01 - Regular Meeting (Amended August 3, 2010, Amended February 1, 2011, October 3, 2017)		NOTE: I used different background fill colors below to match up similar wording in each document.	
9				
10	A. The regular meetings of the Town Council:			
11	1. Shall be held at Henry Pennell Municipal Complex at 7:00 p.m., current			
12	on the first and third Tuesday of each month, except that in July, August and November, the Town Council shall meet only once during each month on a date of their choosing.			
13	3. When said days falls on a holiday or on an election day, the regular meeting shall be held on the following Tuesday, at the same time and place. <u>rescheduled.</u>			
14	4. The date of any regular meeting may be changed by an order or resolve passed with at least four (4) affirmative votes at a previous meeting of the Council provided, however, that said change in date will still provide for two regular meetings in each month provided, there are enough days left in the month to do so.			
15	5. In case of inclement weather or other public hazard, the Chair may decide, on the day of any regular Council meeting, to postpone that meeting seven days later at the same time and place and with notification to the public by the most expedient means.			
16				
17	SECTION 602.02 - COUNCIL WORKSHOPS AND SPECIAL MEETINGS			
18				
19	A. Workshops:			
20	Workshop meetings, where Town business is discussed, but not to be voted on, shall be held from time to time as determined necessary by the Town Council.			
21	B. Special meetings:			
22	1. May be called by the Chair.			
23	2. In case of his/her <u>the Chair's</u> absence, disability or refusal <u>a meeting may</u> be called by three (3) or more members of the Town Council.			
24	3. Notice of such <u>special meeting</u> meeting shall be served in person or left at the residence of each member of the Town Council at least twenty-four (24) hours before the time for holding said special meeting, unless all members of the Council sign a waiver of said notice.			
25	4. The call notice for said <u>a</u> special meeting shall set forth the matter(s) to be acted upon at said <u>the</u> meeting, and nothing else shall be considered at such <u>the</u> special meeting.			

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26	5. All special meetings shall be held in compliance with the Maine Freedom of Access law, 1 M.R.S.A. Sec. 406, as amended.			
27				
28	SECTION 602.03 – Council Meetings and Workshop Agendas			
29				
30	A. Regular Meetings Agendas:			
31	1. Requests to add an item to a Council meeting agenda for consideration or action shall be forwarded to the Chair or the Town Manager, at least nine (9) work-days in advance of the meeting, to allow for sufficient time to amend the agenda for public notice. Holidays/Elections may impact the cut off dates.			
32	2. No ordinance, order or resolve, unless of an emergency nature that is expressly identified in the ordinance, order or resolve, shall be in order for action at any regular or special meeting of the Town Council unless such ordinance, order or resolve shall be filed in the office of the Town Clerk at least nine (9) work-days prior to the meeting			
33	3. When it is anticipated there will be an unusually large volume of background materials to be submitted by proponents, or opponents of an issue, the Chairperson may require submissions to be made at least two weeks, or more in advance.			
34	B. Workshop Meeting Agendas:			
35	1. No item shall be put on a workshop agenda unless at least two Councilors request it.			
36	2. Suspending the Rule	I don't know what this means?		
37				
38	SECTION 602.04 – Quorum			
39				
40	A. Quorum:			
41	1. As per Article II, Section 13, of the Town Charter, a majority of the Council shall constitute a quorum for the transaction of business.			
42	2. The quorum and participants consist solely of those members physically present together in the assembly.			
43	3. At least three (3) votes shall be required for passage of any ordinance, order or resolution.			
44	4. A smaller number may adjourn from time to time or may compel attendance of absent members.			
45	5. At least twenty-four (24) hours-notice of the time and place of holding such adjourned meeting shall be given to all members who were not present at the meeting from which adjournment was taken.			
46				
47	SECTION 602.05 – Enactment Form			
48				
49	A. Enactments:			
50	1. The Town Council shall act only by ordinance, order or resolve.			
51	All ordinances, orders and resolves shall be confined to one subject, which shall be clearly expressed in the title and shall be put in writing on forms designed for that purpose in advance of the Council meeting.			
52	2. Ordinances, orders and resolves shall each be separately numbered, consecutively, by date of introduction.			
53				
54	SECTION 602.06 – Ordinance Style			
55				
56	A. The enacting style for an ordinance shall be:			
57	1. "Be it ordained by the Town Council of the Town of Gray, Maine in Town Council assembled," followed by the proposed ordinance.			
58				

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59	SECTION 602.07 – Order and Resolve Style			
60				
61	A. In all votes of command:			
62	1. The form of expression shall be "Ordered".			
63				
64	B. All votes regarding opinions, principles, factors or purposes:			
65	1. The form shall be "Resolved".			
66				
67	SECTION 602.08 – Full Reading			
68				
69	A. As per Article II, Section 14.B of the Town Charter:			
70	1. After passage on first reading, every proposed ordinance or a summary there of shall be posted in the municipal building and on the Town's electronic website for at least seven (7) days prior to the next regular meeting of the Council.			
71	2. At least one public hearing shall be held by the Council before any ordinance shall be passed, but nothing herein shall be deemed to require publication of the ordinance itself.			
72	3. Every ordinance shall be in order for public hearing and the first reading of same but all ordinances may, at the discretion of said Council, be tabled from time to time.			
73				
74	SECTION 602.09 - YEAS AND NAYS TAKEN: WHEN			
75				
76	A. The yeas and nays shall be taken upon the passage of all ordinances and entered upon the record of the proceedings of the Town Council by the Clerk:			
77	1. These yeas and nays shall be taken on the passage of an order or resolve when called for by any member of the Town Council.			
78	2. Every ordinance, order and resolve shall require, on final passage, the affirmative vote of at least three (3) members of the Town Council.			
79				
80	SECTION 602.10 - ORDINANCES EFFECTIVE: WHEN			
81				
82	A. No ordinance shall take effect and be in full force:			
83	1. Until thirty (30) days from and after it shall have been enacted as required by Article II, Section 14.C of the Charter.			
84				
85	SECTION 602.11 - ORDERS & RESOLVES: EFFECTIVE			
86				
87	A. Unless a later date is expressly provided for:			
88	1. All orders and resolves shall take effect immediately, upon passage.			
89				
90	SECTION 602.12 - CHAIR AND VICE-CHAIR DUTIES			
91				
92	A. Beyond those outlined here, the Chair and Vice-Chair have no more authority or responsibility than any other Town Councilor.			
93	B. The Chair and/or Town Manager shall meet with the Vice Chair to review planned meeting agendas, as necessary, to ensure continuity of Town business.			
94				
95	C. The Chair is to be Presiding Officer:			
			TC DECORUM POLICY	
			Whereas, the conduct of public officials can be perceived as effectively representative of the norms and values of the community, and	Where and how are the "norms and values of the community" defined? This should be deleted.
			Whereas, the Town Council wishes to express and demonstrate its commitment to demonstrating a high standard of Norms and Values, and	Same as above.
			Whereas, it is the will of the Gray Town Council to memorialize acceptable and expected behavior by elected officials and those participating in town governance, and in conducting town business,--	Delete

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96	1. The Chair shall take the Chair at the time appointed for the meeting,		Therefore, the following "Decorum & Order Policy Addendum, shall be enacted:-	
97	2. Call the members to order,		During the Town Council meetings, Councilors shall preserve Order and decorum and shall neither by conversation or otherwise delay or interrupt the proceedings nor refuse to obey the order of the Chair or the rules of the Town Council.-	Robert's Rules takes care of this and it duplicates wording in the TC Rules already.
98	3. Caused the roll to be called and,			
99	4. If a quorum be present, call for the approval of the minutes of the preceding meeting as presented and proceed to business.			
100	5. Shall conduct the meetings in a manner as described below and shall be the arbiter in all matters of meeting protocols, subject to a vote of the full Council.		All Town Councilors shall conduct themselves such as to serve as role models of leadership and civility to the community, as well by acting in such ways as to inspire public confidence in the municipal government they represent.	Robert's Rules
101	D. The Chair shall preserve decorum and order. The Chair may;		Town Councilors desiring to speak shall address the Chair, and upon recognition by the Chair, shall confine themselves to the question under debate and shall avoid all personalities and indecorous language.-	Robert's Rules
102	1. Speak to points of order in performances of other members and shall decide all questions or order subject to appeal of the Council by motion regularly seconded, and no other business shall be in order until the question on appeal is decided.		A Councilor, once recognized, shall not be interrupted while speaking unless called to order by the Chair, unless a point of order is raised by another member or unless the speaker chooses to yield to questions from another member.-	Robert's Rules
103	2. Rule any person out of order and require a speaker to take his or her seat		If a Councilor is called to order while speaking, the Town Councilor shall cease speaking immediately until the question of order is determined.-	Robert's Rules - "Limit Debate"
104	3. Eject any person from the meeting place who, after being ruled out of order, remains disorderly.		If ruled to be in order, the Town Councilor shall be permitted to proceed.-	
105	4. In case of disorder, declare the meeting recessed until order is restored. In the event of serious disorder or emergency, declare the assembly adjourned to some other time (and place if necessary,) if it is impracticable to take a vote, or in his or her opinion, dangerous to delay for a vote.		If ruled to be not in order, the Town Councilor shall remain silent or shall alter the remarks so as to comply with policy of this Town Council.-	Robert's Rules
106	5. A person wishing to address the Council shall raise his or her hand;		Every Councilor shall have the opportunity to speak to an issue once, prior to any one Councilor being allowed to contribute a second time.	Robert's rules – Any councilor can "Call the Question" or motion to "Limit Debate"
107	6. Councilors shall be required to preserve access to accounts such that a copy of all content remains available for inspection or copying upon request as required under FOAA and shall comply with any request from the Town's public access officer to provide the same within a timely manner.		All members of the Town Council shall accord the utmost courtesy to each other, to Town employees, and to public members appearing before the Town Council and shall refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.-	Robert's Rules
108	7. give his or her name and address		Town Councilors shall confine their questions as to the particular matters before the assembly and in debate shall confine their remarks to the issues before the Town Council.-	Robert's Rules - "Challenge the Chair"
109	8. sign in on a roster provided for that purpose. **		Councilors should refrain from restating already stated positions and strive to discuss rather than debate issues.-	Robert's Rules - "Move the Question"
110	9. All comments shall be confined to the question under debate and shall avoid personalities.		Members shall be asked to leave the meeting for failure to comply with decisions of the Chair or for continued violations of the rules of the Town Council.-	Staff Policy
111	10. No person speaking may be interrupted, except by the Chair, or to raise a point of order, or to correct an error.		If the Chair fails to act, any member may move to require the Chair to enforce the rules and the affirmative vote of a majority of the Town Council shall require the Chair to act.-	Staff Policy
112	** NOTE: The Council strongly recommends all Town standing or special committees adopt a similar, sign-in rule.		Members of the administrative staff and employees of the Town shall observe the same rules of procedure and decorum applicable to members of the Town Council while within Council Chambers.-	Robert's Rules - "Challenge the Chair"
113	E. Declaration of Votes:		While the Chair shall have the authority to preserve decorum in meetings as far as staff members and Town employees are concerned, the Town Manager shall also be responsible for the orderly conduct and decorum of all Town employees under the Town Manager's direction and control.-	You can't prevent someone from addressing an individual

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114	1. The Chairperson shall declare all votes, but if any member questions a vote, the Chairperson shall cause a recount of the members voting in the affirmative and in the negative without debate.		The Town Manager shall take such disciplinary action as may be necessary to insure that such decorum is preserved at all times by Town employees in Town Council meetings.	Robert's Rules
115				
116	F. Vice-Chair Responsibilities:		Staff members or the Town Manager desiring to address the Town Council or members of the public shall be recognized by the Chair, shall state their name for the record, and shall limit their remarks to the matter under discussion. No staff member, other than the staff member having the floor, shall enter into any discussion either directly or indirectly without permission of the Chair.	You can't prevent people from coming to a future meeting in this way.
117	1. The Vice Chair will assume the role and responsibilities of the Chair whenever the Chair is absent or unable to fulfill their role.		All remarks and questions addressed to the Town Council shall be addressed to the Town Council as a whole and not to any individual member thereof.	In TC Rules
118			Public members attending Town Council meetings also shall observe the same rules of propriety, decorum and good conduct applicable to members of the Town Council.	Robert's Rules – and you can't prevent people from attending future meetings in this way.
119	SECTION 602.13 Rules of Debate		Failure to comply with any of the above may result in the violators being asked to leave the Council Chambers, as well as, the loss of the privilege of re-entry until such time as a majority of the Town Council receives and believes reasonable assurances that proper decorum and order will be displayed by the violator.	
120	A. Motions: To make a motion:			
121	1. The Chairperson shall request from Council members a motion to place on the floor for discussion and subsequent action any ordinances, orders, or resolves.			
122	2. Any ordinance, order, or resolve must be moved and seconded to be discussed or acted upon.			
123	3. If the Chairperson receives no motion or second from a member, the Chairperson may make the motion or second the motion, provided that no member of the Council may second his or her own motion.			
124	4. A smaller number may adjourn from time to time or may compel attendance of absent members.			
125	5. A person wishing to address the Council shall raise his or her hand;			
126	6. Councilors shall be required to preserve access to accounts such that a copy of all content remains available for inspection or copying upon request as required under FOAA and shall comply with any request from the Town's public access officer to provide the same within a timely manner.			
127	7. Councilors are responsible to understand what information is considered confidential under the FOAA and shall not post any such confidential information on social media.			
128	8. sign in on a roster provided for that purpose. **			
129	9. All comments shall be confined to the question under debate and shall avoid personalities.			
130				
131	B. When a question is under debate the Chairperson shall receive no motion but:			
132	1. To adjourn.			
133	2. To lay on the table.			
134	3. For the previous question. <u>To Reconsider.</u>			
135	4. To postpone <u>indefinitely</u> or to a date certain.			
136	5. A person wishing to address the Council shall raise his or her hand;			
137	6. To amend			
138	7. To postpone indefinitely, provided that several motions shall have precedence in the order in which they stand arranged		I don't know what this means?	
139	8. To divide the question in wording for separate debate.			
140				
141	C. Priority of Business:			

	A	B	C	D
142	All questions relating to priority of business to be acted upon shall be decided without debate, and all subsidiary, incidental, and privileged motions shall be decided before debate and action on the main question may resume.		I don't know what this means?	
143				
144	D. Voting:			
145	1. A simple majority vote shall approve all motions for orders, ordinances, and resolves.			
146	2. All members present shall be required to vote on all questions put forth, except that any member may ask to be excused from voting, for good cause shown, by notifying the Chairperson prior to the vote.			
147	3. No Council Rule may be amended or repealed unless at least seven (7) days prior notice is given, and the proposed changes as they will appear in the amended document shall be made available for public review, and approved by at least four fifths (4/5) of the members voting in the affirmative.			
148	4. Council Rules may not be dispensed with or suspended unless at least four fifths (4/5) of the members consent thereto.			
149				
150	E. Parliamentary procedure:			
151	1. if a question or situation arises that is not addressed in the Town Charter or ordinances, or these Rules, the Chairperson shall refer to Robert's Rules of Order, most recent edition, to resolve the matter, subject to a vote of the full Town Council then present and voting.		< - - - - Robert's Rules	
152				
153	SECTION 602.14 – BREACH OF COUNCIL RULES OR ORDERS			
154				
155	<u>A. When any member shall be guilty of a breach of any of the rules or orders of the Council:</u>			
156	1. He/she The member may, on motion passed by the rest of the Council, be required to make satisfaction therefor and shall not be allowed to vote, or speak, except by way of excuse, until he/she has done so.			
157				
158	SECTION 602.15 – Standing and special committees-			
159				
160	A. The Town Council shall create such standing committees as are required by law and may create such special committees as it deems necessary.			
161	1. A separate list of both types of committees shall be maintained by the Town Manager, or his/her their designee, separate from the Town Council rules, and kept up to date by him/her.			
162	2. Amendments to such list may be made by the Town Council, from time to time, and any such amendment(s) to the list shall only require a majority vote.			
163				
164	SECTION 602.16 – Social Media Platforms-			
165				
166	A. Recognizing that citizens and the public increasingly gather information through social media sites, Councilors may find it beneficial to use such platforms to enhance their communication with constituents.			
167				
168	B. If Councilors choose to use social media platforms for communication, it should be noted the Maine Freedom of Access Act ("FOAA") requirements would apply to content involving the conduct of government (i.e., Town) business on those platforms.			
169				

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170	C. To ensure compliance and clarify communications, Councilors agree to the following:			
171	1. Councilors who choose to use social media for the purpose of communicating with constituents as a Councilor will create a Council-specific account to segregate Town Business content from personal communications and will label the account as such.			
172	2. Councilor social media accounts shall be used for purposes of disseminating information and engaging with residents. The content of such accounts and pages shall be limited to general communication regarding Town business and may either report Town Council votes and actions as reflected in the minutes of Town Council meetings or may communicate items that are included on the Town Council agenda. In no event shall social media accounts be utilized for official actions, decisions or meetings, all of which shall occur at Town Council meetings as required by the FOAA.			
173	3. When posting content to Council specific accounts, Councilors should take care to identify when stating a personal opinion versus an opinion that is reflective of the Council as a whole. All content on the Council account should be limited to Council-related duties and activities and Town business and shall not include personal content.			
174	4. The following disclaimer should be posted on the Council specific account:			
175	The content on this account including comments and replies to comments, may be considered public records, and may therefore be subject to public record requests for review and copying under Maine's Freedom of Access Act (Title 1, Sections 401-521 of the Maine Revised Statutes).			
176	5. Council accounts shall be limited to posting content on the Councilor's page or responding to content on that page and shall not be used to "like" or comment on other users' posts or comments outside of the Council specific page.			
177	6. Councilors shall be required to preserve access to accounts such that a copy of all content remains available for inspection or copying upon request as required under FOAA and shall comply with any request from the Town's public access officer to provide the same within a timely manner.			
178	7. Councilors are responsible to understand what information is considered confidential under the FOAA and shall not post any such confidential information on social media.			
179	8. Councilors shall not engage with one another on social media in a manner that would be considered a public meeting without notice, i.e., the discussion of Town business by three or more Councilors without advanced notice and opportunity for the public to attend.			
180				
181	SECTION 602.17 – COUNCILOR REQUESTS FOR STAFF TIME AND LEGAL OPINIONS			
182	Councilor requests for information may require significant involvement from staff or the town's legal team in order to be resolved.			
183				
184	A. When it will involve more than one (1) hour, requests will be resolved as follows:			
185	1. The Town Manager will determine if requests for staff or legal team time to research questions, generate reports or gather data will make it difficult or expensive to complete current assignments.			
186	2. If the Manager declines a Councilor's request, the Councilor may ask the Chair to determine if the majority of Councilors support their request.			
187	3. The Chair must allow enough discussion to clarify a request. If there is not enough time in the agenda for a discussion and vote, the Chair will schedule the discussion and vote for the next available meeting.			

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188	4. The Chair will conduct a poll to determine the Council's support.			
189	5. If the majority of Councilors do not support the request, the request fails.			
190				
191	B. A request that fails may be brought up at a future meeting and discussed again if the Chair agrees new information has become available making reconsideration appropriate.			
192				
193	Section II. Committees has been removed from the Town of Gray Council Rules.			
194				
195	602.42TO SECTION 602.49 - (Reserved)			
196				
197	SECTION 602.50 - Severance Clause			
198				
199	A. Whenever there is a conflict between the language contained in these Rules and that of the State statutes, the Town Charter or Ordinances, the Town Charter or ordinance shall prevail except where the State statute is intended to control.			