To: Sunset Committee  
From: Board of Selectmen  
Date: 09/11/2013  
RE: The formation of the Sunset Committee

PURPOSE AND AUTHORITY

The purpose of the Ad-hoc Sunset Committee is to carry out the work outlined in this memorandum and advise the Board of Selectmen in these matters. The committee is formed pursuant to 30-A M.R.S.A. § 3001.

ORGANIZATION AND ADMINISTRATION

a) Committee Term. This committee shall have a term of three years from the date of this memorandum.

b) Membership. The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers such that the committee has the following representation:

   a. One member of the Board of Selectmen,
   b. One member from the Planning Board,
   c. One member from the Coastal Waters Commission,
   d. One CTC Board Member,
   e. One fisherman/lobsterman and
   f. Two members at large.

c) Appointment. The Committee shall be appointed by the Board of Selectmen. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.

d) Member Term. Members shall serve for terms of three years.

e) Chairman. The Committee shall elect a Chairman from among its members. The Chairman shall call meetings as required by this memorandum, or as necessary or when so requested by a majority of members or the municipal officers. The Chairman shall preside at all meetings or appoint a chairman pro tempore with a term of one meeting.

f) Secretary. The Committee shall elect a Secretary. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and
regularly submit the records to the Town Clerk. The secretary need not be a member of the committee.

g) **Notice.** All meetings shall be held in a public place and scheduled through the Town Administrator who shall provide reasonable notice.

h) **Quorum.** A quorum necessary to conduct business shall consist of at least a majority of members.

i) The **municipal officers and town staff** shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.

j) All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410.

**TASKS LIST**

- a) Evaluate the Town property shown on the tax maps as Map I5 Lot 9 commonly known as Sunset Landing and develop a long range plan for the property that best serves the Chebeague community.

- b) Develop a research plan in conjunction with the Board of Selectmen.

- c) Hold public meetings to solicit input from the community.

- d) Involve committees, organizations and other interested parties in all phases of the plan development and implementation.

- e) Submit interim plans to the Capital Planning and Finance committee and the Board of Selectmen by its regular December meeting of each year for the purpose of raising and/or expending funds in the following fiscal year.

- f) Submit the long range plan to the Board of Select who shall bring it before Town Meeting for adoption.

**AUTHORITY OF THE COMMITTEE**

The Committee's authority shall be advisory only.