

ADOPTED JULY 12, 2017

AD-HOC TICK-BORNE DISEASE COMMITTEE

Town of Chebeague Island
192 North Road
Chebeague Island, ME 04017

Phone: 207-846-3148

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Fax-207-846-6413

To: Tick-Borne Disease Committee

From: Board of Selectmen

Date: 07/12/2017

RE: The formation of the Tick-Borne Disease Committee

PURPOSE AND AUTHORITY

The purpose of the Tick-Borne Disease 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 five members who shall serve without compensation and shall be appointed by the municipal officers.
- 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.

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- 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) Research the risk of Tick-Borne Disease to the Chebeague Community.
- b) Research risk mitigation methods including but not limited to:
 - a. Educational and informational tools,
 - b. Tick population control methods,
 - c. Other steps taken by similar municipalities.
- c) Solicit input from the relevant parties.
- d) Report to the Board of Selectmen at least once per year.
- e) Submit a report to the Board of Selectmen with findings and recommendations.

AUTHORITY OF THE COMMITTEE

The Committee's authority shall be advisory only.