

Proposals to the Board of Selectmen

1. Purpose

The Board of Selectmen encourages municipal entities, private or civic organizations and citizens to make formal recommendations to the Board for their consideration. Recommendations come out of the budget process, public hearings or comments at public meetings however they sometimes come as spontaneous ideas and sometimes come out of context and may get lost in the process. The Selectmen wish to provide an option for a slightly more formalized recommendation process that would help to keep good ideas afloat.

This policy outlines the guidelines for a formal recommendation to, or a request for action from, the Board of Selectmen.

The purpose of this policy is to assure that the Board will take timely action regarding all recommendations that meet the guidelines in section 5.

2. Definitions

Municipal Entity – For the purpose of this policy a Municipal Entity is defined as anybody or group working on behalf of the Town. Examples include the: employees, boards, committees, commissions, task force or workgroups.

Private Organizations – For the purpose of this policy a Private Organization is defined as a business, in-formal organization, club or other group that has an interest in doing business or other functions on Chebeague.

Civic Organizations – For the purpose of this policy a Civic Entity is defined as a not-for-profit corporation typically organized as a 501(C)(3) under federal IRS rules that has an interest in lessening the burden of government or other civic functions on Chebeague.

Citizen – Tax payer, voter, resident or business person doing business in the Town of Chebeague Island.

3. Enactment

This policy is enacted upon a majority vote of the Board of Selectmen and may be amended or repealed from time to time by the Selectmen or by Town Meeting.

4. Policy

- a. A request to place an item on the Board of Selectmen agenda to be presented orally, should be made to the Town Office 8 days prior to the meeting. Any backup paperwork is to be submitted to the Town Office 8 days prior to the meeting. Requests received after the deadline may be refused or held for a subsequent meeting.
- b. A written recommendation to the Board of Selectmen to be placed on the agenda must be received at the Town Office 8 days prior to the meeting. Requests received after the deadline may be refused or held for a subsequent meeting. A written submittal should include the following:

- i. Objective (Public Benefit)
 - ii. Definitions (any terms that need clarification)
 - iii. Recommendations (what to do)
 - iv. If possible provide a Cost Analysis and funding options (resources required to implement)
 - v. Implementation options (how to get it done)
 - vi. Project schedule (when to implement it)
- c. It is the policy of the Board for the Chair or the Chair's designee to acknowledge the receipt of a written proposal to the submitter and give an indication of when the Board might take up the proposal. This shall be at the Board's earliest convenience.
 - d. If the Board decides to take no action on a proposal then it is the policy of the Board for the Chair or the Chair's designee to notify the submitter that the Board intends to take no further action regarding the recommendation. The notification shall give the reasons and shall also indicate recourse available to the submitter (such as petition procedures for warrant articles).
 - e. It is the policy of the Board that the Town staff will provide assistance to submitters that is consistent with current policies and practices for providing information to the public.

5. Proposal Guidelines

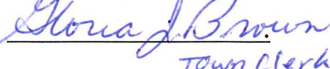
Recommendations can be simple and general or very complete. A two-step proposal may be advantageous so that a conceptual idea can be brought forward to 'test the waters' before a substantial effort is undertaken for a more action-ready proposal is presented.

Formal recommendations should come in written form and include:

- o Date and return address for an acknowledgement
- o It should be clear which individual, entity or entities are submitting the recommendation.
- o The recommendation should be signed by the contact person (usually the Chair of a committee or president of an organization or the requesting citizen).
- o If a vote was taken to determine the recommendation(s) the results of the vote(s) should be included.
- o The document should contain the headings identified in section 4.a above. The level of detail provided is up to the submitter and may come to the Board in stages from general (conceptual) to specific (detailed project plans).

6. Adoption and Revision History

Adopted on 11/18/2009 YES 5 NO 0 attested by 

Amended on 5/24/2017 YES 5 NO 0 attested by 
Town Clerk