



# **TOWN OF CASCO**

## **BOARD, COMMITTEE, COMMISSION & COUNCIL**

### **APPOINTMENT POLICY**

---

**Section 1. Purpose:** To establish a comprehensive guide for municipal Boards, Committees, Commissions and Council (BCC&Cs) including procedures for application, appointment, and reappointment, definition and description of the respective BCC&Cs, and the specific responsibilities of BCC&C Chairs. This document is effectively a policy of the Town of Casco Select Board.

The Comprehensive Plan of the Town of Casco states a goal to “encourage citizen participation in town government.” (Town Comprehensive Plan, amended June 13, 2007, page 103. Participation on boards, committees and commissions provides citizens an opportunity to engage actively in their local government. Members of boards, committees and commissions (BCC&Cs) share with elected officials in the responsibilities and benefits of working to shape the community of Casco for the greater good of all its residents. These procedures are written to present a clear record of the application process for the town to follow in appointing members to BCC&Cs. The procedures are intended to promote a spirit of volunteerism and civic involvement and to encourage Casco residents to become enthusiastically engaged as volunteers in Casco.

#### **Section 2. Principles:**

The proper operation of democratic government of the Town of Casco requires that the Town’s Select Board and members of BCCs be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties. Decisions will be made and policies will be set through proper channels of the Town’s governmental structure. Neither public office nor public employment will be used for personal gain. All town officials, whether they are elected, appointed, employed or are volunteers, will maintain a standard of ethical conduct to inspire public confidence in the integrity of the Town’s government.

#### **Section 3. Minimum Requirements:**

The following minimum eligibility criteria must be met by all applicants seeking to serve on a BCC&C:

- A. Resident of the Town of Casco.
- B. Exclusive of the Planning Board and Board of Appeals who may perform regulatory and quasi-judicial functions, the Select Board at its discretion may appoint members of certain BCC&C that may not meet these criteria as circumstances warrant.

#### **Section 4. Application Procedures:**

The Select Board shall not discriminate against an applicant based on religion, age, sex, marital status, race, color, ancestry, national origin or sexual orientation. Applicants are expected to be able to perform the duties of their appointment with reasonable accommodation. The Select Board shall

have final authority over the appointments to Boards, Committees, and Commissions (BCC&C) that are instruments of Town Government. The Select Board welcomes all qualified, motivated applicants for volunteer positions.

Note: All positions becoming open for any reason will be open to all interested applicants.

- A. Vacancies on BCC&Cs will occur from time to time and are due to three primary causes. Depending upon the reason for a vacancy, different appointment/ reappointment procedures apply:
  - 1. Vacancy by expiring term: By May 1st of the expiring year, a BCC&C chair shall notify any member(s) that their term is expiring and inform any such member(s) that they need to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC&C chairs by April 1<sup>st</sup> of the roster of their BCC&C by name and dates of terms.
  - 2. Vacancy by default: When an opening occurs prior to the expiration of a term for reasons other than formal resignation or forfeiture including, but not limited to excessive absenteeism, death or change of residency of the volunteer, the Clerk shall notify the Town Manager to include such notice of vacancy on the next Select Board agenda to declare the position formally open for advertising.
  - 3. Vacancy by resignation: Resignations may be in written (letter, email) or verbal form. If verbal, resignations must be communicated to the BCC&C chair. The BCC&C Chair shall document all resignations in writing (letter, email) to the Clerk.
- B. Alternates
  - 1. For BCC&Cs whose membership includes Alternates, any such Alternates who wish to fill a vacancy arising as a result of an expiring term must submit a new application for the position.
  - 2. For BCC&Cs whose membership includes Alternates, the most senior Alternate who wishes to fill a vacancy arising as a result of a resignation or default may be appointed without further application or advertising, at the sole discretion of the Select Board, to full member status for the duration of the remaining term of the resigning member.
- C. Applicant's Process:
  - 1. Each applicant applying for a vacancy on a BCC&C shall complete an Appointment Application provided through the office of the Clerk. If there is a vacancy on a BCC&C, interested applicants may apply at any time. If there is no vacancy on a BCC&C, applicants may apply at any time and applications will remain on file with the Town Clerk for one year.
  - 2. All *first-time* appointment applicants shall meet with the Select Board during a Select Board meeting for their appointment interview. Reappointment applicants may request an interview with the Select Board. The Select Board will not unreasonably deny a request for an interview. For the purpose of this document, "reappointment" means continuous, uninterrupted service on the same BCC&C, and first-time appointment shall mean on any

3. BCC&C and is not intended for an applicant currently or previously serving on another BCC&C.
4. All applicants and reappointment applicants shall be provided a copy of this document in writing (hard copy or electronic via email) along with an Appointment Application.
5. All individuals appointed for the first time to the Planning Board or Board of Appeals are required to complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a BCC&C member from serving on the BCC&C prior to completing workshops.
6. All municipal appointees are expected to complete Freedom of Access Act (FOAA) training. Appointees required by statute to complete a training course must do so within 30 days of appointment or reappointment and provide certification to the Town Clerk. BCC&Cs required to complete the course include:
  - a. Finance Committee
  - b. Planning Board
  - c. Select Board
7. Select Board members and appointees to the Appeals Board and Planning Board must take an oath of office from the Town Clerk or his/her designee before assuming their duties.
8. Applicants who have not been appointed to a vacancy by the Select Board for which the applicant has initially applied, may have his/her application filed with the Town Clerk for a period of time not to exceed one year for future consideration. Reconsidered applications need to follow all steps of these Procedures, with the exception of completing another application.
9. All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the BCC&C name will result upon three consecutive unexcused absences in any term.

D. Town Clerk's Process:

1. The Clerk shall advertise vacancies on BCC&Cs as per the Advertising Section (5) of these procedures.
2. The Clerk will provide each applicant with written responsibilities for the appropriate BCC&C.
3. The Clerk shall accept all applications for appointments to BCC&Cs regardless of vacancies, and retain applications for up to one year unless the applicant withdraws.
4. The Clerk shall forward complete appointment applications to the Town Manager when opening(s) exist.
5. The Clerk, working in conjunction with the Town Manager, shall schedule applicant interviews at the mutual convenience of the Select Board and the applicant.
6. The Clerk shall inform applicants and the chair of the relevant BCC&C of the Select Board's decision(s) regarding appointments, reappointments or resignations.
7. The Clerk shall copy any letters of resignation to the Town Manager.
8. The Clerk shall record position openings after the acceptance of a resignation by the Select Board.

9. The Clerk or his/her designee must administer an "Oath of Office" to all appointees to the Appeals Board, Library Board of Trustees, Planning Board or the Recreation Board before assuming official duties.
- E. Advertisement Process:
1. Following a resignation or prior to annual expiration of a term, all positions will be advertised for a minimum of 10 days before any applications can be considered by the Select Board.
  2. Advertising for vacancies shall be accomplished through use of all of the following media: Town of Casco website, publishing in the monthly Casco Messenger (as publishing deadline allows) and posting at the Town Office. In addition, advertising for vacancies may also be accomplished by posting notices at the Casco Post Offices, Town Library, in local publications, and Lake Region TV station.
  3. The advertisements shall list all vacancies on each BCC&C, the length of the term and describe the application process.
- F. Chairs of Boards, Committees, and Commissions Process:
1. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s).
- G. Town Manager's Process:
1. The Town Manager shall inform the Select Board of all applications and resignations from BCC&Cs by making them an agenda item for the Select Board's review.
  2. The Town Manager or his/her designee shall inform the Clerk of all Select Board decisions regarding appointments, reappointments and resignations.
- H. Select Board's Process:
1. No opening shall be considered by the Select Board unless the following have been met:
    - a. Notification of a vacancy by the Town Clerk has been completed and recorded
    - b. Advertising Process (Section 5) has been completed.
  2. The Select Board shall review each application for appointment or reappointment.
  3. The Select Board shall interview all new appointment applicants and may interview reappointments in accordance with Section 3.b.
  4. Provided the advertising process is complete, the Select Board shall act on applications for BCC&Cs no later than the second regularly scheduled meeting following the receipt of any applications and the completion of interviews.
  5. When reviewing an application for appointment, the Select Board may consider, but are not limited to the following criteria:
    - a. BCC&C needs,
    - b. Applicant experience and qualifications,
    - c. Encouraging and welcoming new volunteers to BCC&Cs,
    - d. Maintaining institutional memory.

## **Section 5. Duties and Responsibilities for Boards, Committees, Commissions and Councils:**

### Chair Duties and Responsibilities:

In addition to their duties and responsibilities as members of their respective Boards, Committees and Commissions (BCC), the Chair may have additional duties and responsibilities. These additional duties are discussed below. In the event that any of the following occurs: (a) the Chair is absent from a meeting; (b) the Chair has a conflict of interest, as defined by law, with the business being conducted by the BCC, or; (c) a circumstance arises at the reasonable discretion of the Chair when he/she feels it is inappropriate for him/her to preside as chair, then a vote of other members present shall determine who will preside over the meeting.

### Duties of the Chair:

#### **1. General**

- a. The Chair should maintain an annual work plan for the BCC, including anticipated deliverables and deadlines.
- b. The Chair should routinely meet with the Town Manager to ensure that they stay current with Town issues.
- c. The Chair is considered to be the public spokesperson for the BCC although he/she can designate this responsibility freely.
- d. Chair, Secretary or designee is expected to attend the Annual Chairs Meeting.
- e. Annually, by February 1<sup>st</sup>, the Chair shall update the BCC Definitions page. Any revisions shall be submitted to the Select Board for review and considered for possible amendment/ possible adoption.

#### **2. Membership**

- a. All members of BCCs are eligible for election as Chair and may serve any number of consecutive terms, as elected annually by fellow members. Chairs shall notify the Town Clerk of their election promptly. Chairs shall request a copy of this document for their reference.
- b. A vacancy in the position of Chair will be filled as soon as possible
- c. Each chair shall request a copy of the Procedures for Application for Appointment and Reappointment to BCC upon election as Chair. The Chair of each BCC shall notify the Town Clerk when a vacancy occurs on the BCC that the Chair represents. The Chair shall also supply the Town Clerk with the title of the position to be filled, a brief outline of the duties of the position and the length of the term of the position.
- d. The Chair will notify members of any changes to the Town's Procedure for Application for Appointment and Reappointment document along with a copy of these guidelines.

The Chair will ensure that all members appointed for the first time to the Planning Board or Board of Appeals complete the Basic Workshop for Planning Board or Board of Appeals members offered by Maine Municipal Association. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude Planning Board or Board of Appeals members from serving on their respective committees prior to completing workshops.

- e. Written responsibilities for each BCC are developed by the Select Board or Town

Manager and are available from the Town Clerk.

- f. The chair, in consultation with committee or board members, may provide to the Select Board a list of knowledge, skills, education or experience that would be desirable in a new member and which the Select Board may use in evaluating applicant(s). The Chair, in consultation with BCC members, may request a reconfiguration (such as changing the number of BCC members, or adjusting the job description) of any BCC.
- g. By May 1st of the expiring year of any member, the BCC chair shall notify any member(s) that his/her term is expiring and inform any such member(s) that he/she needs to reapply for a position before May 31st in order to be considered for reappointment on or before July 1. The Town Clerk will notify all BCC chairs by April 1<sup>st</sup> of the roster of their BCC by name and dates of terms.

### 3. Meetings

- a. The Chair is expected to conduct all meetings.
- b. The Chair is expected to notify all members of meetings.
- c. All meetings must follow the Select Board's Remote Meeting Policy (attached in the Appendix.)
- d. All meetings must follow the Select Board's Standards of Conduct Policy. Please have conversations with the Town Manager regarding any challenges you have or anticipate with maintaining civil meetings.

### 4. Agendas, Minutes, Writing Articles

- a. The Chair, or designee is expected to prepare an agenda for each meeting using the following guide:
  - Establish a quorum.
  - Review and approval of minutes of previous meeting.
  - Oral and Written Communications
  - Opportunity for members of the public to address the BCC.
  - Old (unfinished) business.
  - New business.
  - Adjournment.

Each agenda shall be sent to the Town Clerk for posting at least three days prior to the meeting. See below for sample agenda.

- b. Chair is responsible to see that the Secretary keeps minutes of meetings and submits them timely as noted below. The Chair may be the Secretary if elected and willing to do so.
  - i. Unapproved minutes shall be submitted to the Town Clerk within one week of meeting being held.
  - ii. Approved minutes shall be submitted to the Town Clerk for filing and posting on the web site within one week of approval.
  - iii. Minutes shall contain at a minimum:
    - 1. Record of attending and absent members,
    - 2. notation that each section of the agenda was addressed, and

- 3. all motions made including who moved, who seconded and the vote tally.
- iv. Minutes shall also include summaries of agenda discussion topics which have a bearing on potential future board/committee action items.
- c. The Chair, or designee is responsible for writing an article for the Town Report each year and for the Casco Messenger if meetings are held that month.

## **Town of Casco: Boards, Committees ,Commissions & Councils Definitions**

### **Required Format for listing of BCC & C**

Required items are in regular font, written copy needed for italics

#### BCC Name

#### Mission Statement (or equivalent)

*State the purpose of the BCC&C and what you expect to accomplish*

#### Authorization

*State how this BCC&C is authorized to exist and operate*

#### Membership

The *BCC Name* is a *number*-member board. Each member is appointed to a *number* - year term. *Any other specifics concerning membership requirements. List if BCC&C member must be sworn in by Town Clerk.*

#### Officers

Chairperson

Secretary

*Any others list here*

Officers are elected annually by the committee members at the first meeting of the fiscal year.

*Revise if this is not true for your BCC&C.*

#### Meetings

Regular meetings held monthly, at the Town Office and are always open to the public.

Agendas are sent to the Town Clerk at least three days prior to the meeting. *If you meet in another location state that in place of the Town Office. All meetings must also be held on Zoom; contact the Town Manager for information on Zoom.*

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *BCC name* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

*Add any other information pertinent to your BCC.*



## **Cemetery Committee 6-2023**

### **Mission Statement (or equivalent)**

The Casco Cemetery Committee endeavors to preserve and maintain the integrity, character, beauty, and historical value of Casco's cemeteries; and to monitor application of the Cemetery Rules to those ends. The Cemetery Committee will serve as an advisory board to the Select Board, the Town Manager, the Sexton and the Casco community.

### **Authorization**

The Cemetery Committee was formed by the Select Board in Month of 2023 on the recommendation of the Town Manager to act as an advisory committee for all issues related to Casco's cemeteries.

### **Membership**

The Cemetery Committee is a 5-member committee. The Town Sexton serves as a non-voting 6th member of the committee. Each member is appointed to a 3-year term.

### **Officers** Chairperson

Vice Chair Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### **Meetings**

Meetings for the Cemetery Committee shall be at intervals deemed necessary for budget information and input and overseeing maintenance and management of all of our cemeteries. Meetings schedule to be determined at a future date at the Town Office and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Cemetery Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

**Mission Statement (or equivalent)**

The Casco Comprehensive Plan ("Plan") is a planning document that describes and inventories town features and resources and establishes a plan and direction for future town processes and activities. The Plan does not establish any new regulations or standards and does not approve new spending. The recommended policies in the Plan are conceptual and broad. Discussion and debate on the specifics of how these policies should be implemented will occur during town ordinance revision or budgetary process. Any changes to town ordinances or the town budget that may be recommended in the Plan must be proposed, reviewed, and approved by Casco voters using the regular, established process that is in place for making those types of municipal decisions.

The Plan, in and of itself, has no regulatory force. It is a planning tool that guides future activities of the Town and forms the foundation for town ordinances. Any ordinance revisions that are made in the future must be consistent with the provisions of the Plan. It is likely that many of the proposals and recommendations made in the Plan will result in ordinance revisions or budgetary actions as the Plan is being implemented. It is also possible that certain provisions of the Plan, for a variety of possible reasons, may not ultimately be implemented.

State law requires that land use ordinances be consistent with local comprehensive plans. Authorization State Law: MRS Title 30-A, Chapter 187, Subchapter 1, Paragraph 4326, Subsections 1-5.

The Comprehensive Plan Committee operates under the appointed authority of the Select Board of the Town of Casco.

**Membership**

The Comprehensive Committee is a 9-member board. Members are needed to assist in the implementation of the recommendation of current plan and recommend modifications, as needed. Members are appointed to serve for a 2-year term.

**Officers**

Chairperson, Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

**Meetings**

Regular meetings held monthly, usually at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Comprehensive Plan Committee will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Finance Committee 6-2023**

### **Mission Statement (or equivalent)**

To annually perform an independent review of the Town of Casco's proposed operating and capital budgets for the upcoming fiscal year, and to make recommendations regarding expenditures to the Select Board and Casco voters intended to provide necessary funding for services without imposing an unreasonable burden on taxpayers.

### **Authorization**

The Finance Committee operates under the appointed authority of the Select Board of the Town of Casco.

### **Membership**

The Budget Committee is a 5-member committee. Each member is appointed to a 1-year term.

### **Officers**

Chairperson Vice-

Chair Secretary

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### **Meetings**

- Attend and actively participate in Committee meetings during a roughly two-month-long review of the proposed annual operating budget for the upcoming fiscal year. This review typically occupies the months of February and March. All meetings are held at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.
- All budget presentations are completed in conjunction with the Selectboard
- Attend Public Informational Meetings as well as the Annual Town Meeting to respond to questions regarding the Committee's recommendations on specific department and division budgets, as deemed necessary.
- Periodically meet with the Select Board to discuss revisions in the Capital Investment Plan (CIP).
- All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Budget Committee will result upon three consecutive unexcused absences in any term.
- All meetings will generally follow Robert's Rules of Order

## **Planning Board 10-2021**

### **Mission Statement (or equivalent)**

The Planning Board is responsible for reviewing and making decisions on all land use, construction, and development applications requiring Planning Board approval under the provisions of Casco's Zoning & Land Use Ordinance ("ZLUO"). The ZLUO provides that the purposes of development review are to: "provide a level of municipal review that would not otherwise occur for projects that could adversely impact the surrounding community as a whole; maintain and protect the Town's rural character and natural resources, including scenic and historic resources, by requiring that structures, signs and other alterations on, or to the land, are sited and developed in accordance with certain standards; promote and protect health and welfare of the townspeople; and, provide permanent records of conditions that run with ownership of property." The Planning Board also regularly reviews the Land Use Ordinance and makes recommendations for its revision in response to policy matters or issues of clarity.

### **Authorization**

It was voted at the June 15, 2005 Town Meeting that the Planning Board shall consist of 5 members and 2 alternate members. Members have terms of 3 years. An alternate member may attend all meetings of the Board and participate in its proceedings, but may vote only when designated by the chairperson to sit for a member. The chairperson shall call at least one regular meeting of the board each month. See full document on the Town of Casco website.

### **Membership**

The Casco Planning Board is comprised of 5 members and 2 alternate members. Each member serves a term of 3 years.

### **Officers**

#### **Chair and Vice-Chair**

Officers are elected annually by the board members at the first meeting of the fiscal year, or as soon as possible thereafter.

### **Meetings**

The Planning Board meets the second Monday of the month at 6:30 pm at the Casco Community Center and are always open to the public. Agendas are issued by the Code Enforcement Office at least 3 days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will then be listed as an excused absence. Dismissal from the Planning Board will result upon three consecutive unexcused absences in any term. Alternate members shall participate in meetings in lieu of regular members who are absent based upon seniority.

All meetings will generally follow Robert's Rules of Order.

## **Selectboard 6-2023**

### **Mission Statement (or equivalent)**

The Select Board of Casco is an elected board that executes the executive and fiduciary functions of the Town of Casco.

### **Authorization**

The Select Board is elected by the people of Casco.

### **Membership**

The Select Board is a 5-member board. Each member is elected to a 3-year term.

### **Officers**

Chairperson

Vice-Chairperson Secretary

Officers are elected annually by the members at the first meeting of the fiscal year.

### **Meetings**

Regular meetings held monthly, at the Casco Town Office and on Zoom. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Select Board will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order and the Standards Of Conduct For Public Meetings adopted by the Select Board on May 31, 2016.

## **Zoning Board of Appeals 6-2023**

### **Mission Statement (or equivalent)**

The powers and duties of the Board of Appeals include hearing and making binding decisions on appeals in regard to final decisions of the Code Enforcement Officer or the Planning Board and in granting or rejecting variance requests arising from the Casco Land Use Ordinance. The Board of Appeals must be maintained in accordance with the provisions of Title 30-A, M.R.S.A., Section 2691.

### **Authorization**

The Appeals Board operates under the appointed authority of the Select Board of the Town of Casco in accordance with Title 30-A, M.R.S.A., Section 2691.

### **Membership**

The Appeals Board is a 5-member board. Each member is appointed to a 3-year term.

Appointees must take an oath of office from the Town Clerk or his/her designee before assuming the duties on the Appeals Board.

All individuals appointed for the first time to the Board of Appeals are required to complete the Basic Workshop for Board of Appeals members offered by Maine Municipal Association within 6 months of their appointment. Upon completion of the basic workshop, members are responsible for providing a certificate of completion to the Town Clerk. This requirement does not preclude a new member from serving on the Appeals Board prior to completing workshops.

### **Officers**

Chairperson

Vice Chairperson

Officers are elected annually by the committee members at the first meeting of the fiscal year.

### **Meetings**

The Zoning Board of Appeals meets the 3<sup>rd</sup> Monday of each month at the Community Center and are always open to the public. Agendas are sent to the Code Enforcement Office at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Zoning Board of Appeals will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Casco Naples Transfer Station Council    06-2023**

### **Mission Statement (or equivalent)**

The Casco Naples Transfer Station Council (hereafter the "Council") shall be a standing committee composed of the following voting members: three community members from participating municipalities; and the following non-voting members: the Transfer Station Manager and participating Town Managers. The Committee shall review and provide input and recommendations to the Transfer Station Manager and participating Select Boards regarding:

- I. All Transfer Station operations, including: the Manager's forecasts and plans for the generation, transmission and distribution of recyclables, Municipal Solid Waste (MSW) and other waste materials brought to the Transfer Station; customer service; public education and awareness; advocacy for increased recycling; implementation of guidelines established for site/facility design, operation and storage at the Transfer Station; and hours of operation (year-round and summer only).
- II. The Transfer Station's compliance with established policies, procedures and practices pertaining to the protection of the environment and health/safety of employees, contractors and general public; ensuring said are sufficient to achieve and maintain compliance with applicable laws and regulations.
- III. Environmental and/or health/safety related issues.
- IV. Recycling: methods, materials, tracking, advocacy, awareness, and public education.

### **Authorization**

The Casco Naples Transfer Station Council operates under the authority of the Select Board of the Town of Casco.

### **Membership**

Casco Naples Transfer Station Council(SWRC) is an 8-member committee. Casco members are elected for 3-year terms. Members include the Town Managers from each town (Casco & Naples), and 3 citizens at large from each town.

### **Officers**

Chairperson, Secretary

Officers are elected annually by the councilmembers at the first meeting of the fiscal year.

### **Meetings**

Regular meetings are held quarterly in the months of February, May, August and November, on a rotating basis in the towns of Casco and Naples and are always open to the public. Meetings are typically held from 6:00PM to 7:30 PM. Interim meetings may be held

at the request of the Casco or Naples Town Manager. Agendas are sent to the Town Clerk at least three days prior to the meeting.

All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the Casco Naples Transfer Station Council will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

## **Veterans Committee 06-2023**

### **Mission Statement (or equivalent):**

The mission of the Committee shall be:

To promote the recognition and observance of patriotic holidays to include, but not be limited to: Memorial Day, Flag Day, the Fourth of July, National POW/MIA Recognition Day, Veterans' Day, and Pearl Harbor Day.

### **Authorization**

The Veterans Committee operates under the authority of the Select Board of the Town of Casco.

### **Membership**

The Committee shall be composed of five voting members appointed by the Casco Select Board for staggered terms as follows:

A. Three Casco veterans.

1. One to a one-year term.
2. Two to a three-year term.

B. Two members shall be Casco nonveterans.

1. One to a one-year term.
2. One to a two-year term.

C. The Town Manager or his/her designee shall serve as the only ex-officio, non-voting member of the Committee, and shall be the primary interface between the Committee and the Select Board.

As the terms of existing Committee members expire, all new members will be appointed accordingly by the Select Board, each to a three (3)-year term. Members may be appointed to successive terms.

At least three of the appointed members shall be veterans.

Any time the Committee cannot find a sufficient number of veterans who wish to serve on the Committee, additional non-veterans may be appointed to the Committee.

Members shall serve without compensation.

### **Officers**

The officers of the Committee shall be: Chair, Vice Chair and Secretary.

All officers shall be elected annually by vote of the Committee in public session during the first meeting of the Committee each fiscal year.

### **Meetings**

Meetings for the Veteran's Committee shall be at intervals deemed necessary for budget information and ceremonies associated with Memorial and Veterans Day. Meetings schedule to be determined at a future date at the Community Center and are always open to the public. Agendas are sent to the Town Clerk at least three days prior to the meeting.



All members are expected to attend each meeting and must notify the Chair in advance of the meeting if unable to attend and will be listed as an excused absence. Dismissal from the *Veteran Committee* will result upon three consecutive unexcused absences in any term.

All meetings will generally follow Robert's Rules of Order.

Adopted this 22nd day of August 2023.

**Approved by Casco Selectboard:**

\_\_\_\_\_ Scott Avery, Chair

\_\_\_\_\_ Eugene Connolly, Vice-Chair

\_\_\_\_\_ Mary-Vienessa Fernandes

\_\_\_\_\_ Robert MacDonald

\_\_\_\_\_ Grant Plummer

