

Cliff Walk Committee – Committee Charter

Adopted by the Board of Selectmen – March 9, 2015

Standing Committee. The Cliff Walk Committee is a standing committee created by and answerable to the Board of Selectmen.

Membership. The Committee shall be comprised of seven voting members and one non-voting member of the Board of Selectmen. The Board of Selectmen shall appoint members of the Committee. A quorum for purposes of voting shall require a minimum of four members present and voting and decisions shall be by majority vote. Appointments shall be for four year terms, but the initial appointments shall be for staggered terms such that not more than three appointments expire in any given year. Consideration shall be given to appointing representatives of the Friends of the Cliff Walk Steering Committee and property owners abutting the Cliff Walk.

Meetings. All meetings of the Committee shall be public meetings, which shall be conducted in conformance with the Maine Freedom of Access Law (Title 1, M.R.S.A. Ch 13) and Robert’s Rules of Order. A notice of the meeting, which may be simply the meeting agenda, shall be posted publicly in advance of each meeting. When dealing with legal or property-specific issues, meetings in executive session are authorized if they are in conformance with Title 1, M.R.S.A. Ch 13, §405.

Minutes. Minutes shall be taken at each meeting in accordance with Robert’s Rules of Order. Approved minutes shall be provided to the Town Clerk for archiving.

Mission. The mission of the Committee is to pursue the interests of the Town and its citizens, as defined by the Board of Selectmen, in keeping the Cliff Walk open for use by the public and ensuring that the walk is safe and properly maintained. Efforts of the Committee may include recommendations to the Board of Selectmen regarding changes in protocols for the management, operation, security, and maintenance of the Cliff Walk to preserve and, as appropriate, expand public access to the Cliff Walk while addressing the concerns of abutters.

Periodic Meetings with the Board of Selectmen. In recognition of the fact that the Board of Selectmen is responsible for setting municipal policy and executing legally binding agreements, the Committee will meet with the Board of Selectmen, at least twice annually, to recommend strategic action in support of its Mission, make budget recommendations, and update the Board on the Committee’s efforts.

Modification of Committee Charter. Any time after its formation, the Committee may propose to the Board of Selectmen any modification of its Charter believed necessary to enhance the ability to achieve its mission. The Board of Selectmen may accept, modify, or reject proposed changes to the Committee Charter.