

ARTICLE VI BOARDS AND COMMISSIONS

SECTION 601 - ESTABLISHMENT

There are hereby continued or created and established the following Boards and Commissions to be appointed by the Town Council:

1. Planning Board
2. Conservation Commission
3. Coastal Waters Commission
4. Board of Assessment Review
5. Board of Appeals
6. Shellfish Conservation Commission
7. Freeport Community Library Board of Directors
8. Licensing Board
9. Winslow Park Commission
10. Cable TV Regulatory Board
11. Solid Waste/Recycling Advisory Board
12. Project Review Board
13. Traffic & Parking Committee

601.1 Appointments to Boards and Commissions

1. Individuals appointed to boards and commissions will be limited to three terms or a total of nine (9) years, provided that the Appointments Committee may waive this limitation in exigent circumstances as determined by an affirmative vote of a majority of the Appointments Committee. Additionally, individuals who serve as chair or vice chair of the board or commission at least four (4) of the previous nine (9) years shall be exempt from this limitation. Appointments due to exigent circumstances must be approved by a majority of the Town Council.
2. Individuals serving on boards or commissions must be residents of the Town of Freeport.
3. A member of a board or commission shall forfeit his or her seat if he or she (a) is convicted of a crime or offense which is reasonably related to his or her ability to serve; (b) fails to attend three consecutive regular meetings without being excused by the chairperson, or; (c) fails to attend 75% of all regular meetings in a calendar year (effective 1/1/99).
4. The Town Council may remove any member of a board or commission for just cause but the affirmative vote of at least the majority plus one member of the Town Council shall be required.
5. Interim Appointments - Any person appointed to fill an unexpired term shall be credited with a full term if more than half of the unexpired term remains. If less than half the unexpired term remains, it shall not count toward the two term or six year limitation.
6. Each Board and Commission shall hold an election of officers at the first regularly scheduled meeting following the annual appointments of the Town Council.

SECTION 602 - PLANNING BOARD

There shall continue to be a Planning Board as created in accordance with the provisions of Home Rule granted by Article VIII of the State of Maine Constitution by M.R.S.A. 30, Section 1917 and by the Town of Freeport Planning Board Ordinance adopted by the Town Council on March 9, 1973, and as may be amended.

602.1 Establishment The Planning Board of the Town of Freeport is hereby created and constituted under the provisions of Article VIII-A of the Maine Constitution and by Title 30, Chapter 201-A, Section 1917 M.R.S.A, 1964, as they can be amended.

- 1 The Planning Board shall consist of seven members appointed by the Town Council. They shall all be residents of the Town of Freeport and interested or skilled in planning, public historical preservation, environmental protection, architecture, construction, and engineering, while striving to protect the diversity of Freeport. Members shall serve without compensation.
- 2 Neither a municipal officer nor a member of the (Zoning) Board of Appeals, or Project Review Board may be a member of the Planning Board.
- 3 The term of office of a member shall be three years except for initial appointments which shall be as follows: three members for three-year terms, two members for two-year terms, and two members for one-year terms. Upon expiration of their terms, members shall continue to serve until their successors are appointed and qualified. In addition, the Planning Board has the ability to appoint members to an ad-hoc committee for specific studies.
- 4 The Board shall annually elect a Chairman and Vice-Chairman and a Secretary from its own membership, and may create and fill other offices as it may determine. Officers shall serve one-year terms and shall be eligible for re-election.
- 5 When there is a permanent vacancy, the Town Council shall, within sixty days of its occurrence, appoint a person to serve for the unexpired term.
- 6 The Chairman shall call meetings of the Board as required and shall call at least one regular meeting of the Board each month. The Chairman shall also call meetings of the Board when requested to do so by a majority of the members or by the municipal officers. A quorum of the Board necessary to conduct an official Board Meeting shall consist of at least four (4) members. Final action on any matter brought before the Planning Board shall require the concurring vote of a majority of those present and voting. The Chairman or the Vice-Chairman shall preside at all meetings of the Board. The Chairman shall be the official spokesman of the Board.
- 7 Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members present and voting, except the member who is being challenged.
- 8 The Board shall adopt rules for transaction of business, subject to the approval of the Town Council and the Secretary shall keep a record of its resolutions, transactions, correspondence, findings

and determinations. All records shall be deemed public and may be inspected at reasonable times.

- 9 The Board, subject to the Town Council's prior consent, shall have the right to retain and pay for the services and expenses of professional help required in carrying out the duties and responsibilities of this Code. The cost of such services shall be borne by the applicant.

602.2 Duties and Responsibilities

The Planning Board shall have the duty and responsibility to:

- 1 Prepare, and revise and maintain, subject to the approval of the Town Council, a Comprehensive Plan for the Town of Freeport in accordance with the provisions of 30 M.R.S.A. Subsection 4961. The Planning Board shall constitute the "local planning committee" under 30-A M.R.S.A. section 4324(2).
- 2 Give the public ample opportunity to be heard concerning the development of the Comprehensive Plan.
- 3 Advise the Town Council on proposed changes to the Zoning Ordinance. For purposes of conducting public hearings on proposed changes to the Zoning Ordinance, the Planning Board shall constitute the "municipal review authority" under 30-A M.R.S.A. section 4352, subsections 8, 9 and 10.
- 4 Advise the Town Council on proposed changes to the Subdivision Ordinance.
- 5 Advise the Town Council on proposed changes to the Design Review Ordinance.
- 6 Investigate and report on any problems referred to it by the Town Council or by the Town Manager.
- 7 Undertake studies as it may deem necessary.
- 8 Make recommendations to the Town Council concerning any projected Capital Improvement Programs.
- 9 Perform such duties and services necessary to its proper function within the limits of the appropriation made for the purpose.

602.3 Employment of Planning Staff

1. The Town Manager shall appoint a Town Planner who will staff the Planning Board and Project Review Board and other boards as necessary.
2. The Town Planner shall carry out all planning functions as assigned by the Town Manager.

602.4 Repealing

1. All prior Acts, Ordinances or Boards inconsistent herewith are hereby repealed.

602.5 Saving Clause

1. The invalidity of any provision of this Ordinance shall not affect the validity of any other provision.

602.6 When Effective

1. The amendments to this Ordinance enacted on April 4, 2004 shall take effect immediately upon passage.

The foregoing Ordinance was adopted 3/29/73 and became effective 4/29/73 and was amended effective April 4, 2004.

SECTION 603 - CONSERVATION/LANDBANK COMMISSION

There shall continue to be a Conservation/Landbank Commission as created in accordance with the provisions of Sub-Chapter II of Chapter 229 of Title 30 of M.R.S.A. and the Town of Freeport Conservation Commission Ordinance adopted by the Town Council on July 17, 1973, and as may be amended.

SECTION 604 - COASTAL WATERS COMMISSION

604.1 Establishment

The Freeport Coastal Waters Commission is hereby created and established for the general purpose of studying and evaluating public usage of and access to coastal waters under the jurisdiction of the Town of Freeport, planning for its future use, to advise the Town Council on policy matters concerning the Town's coastal waters, and to hear appeals from any person aggrieved by any decision, act or failure to act of the Harbormaster. The Commission shall regularly inform the Town Council, Planning Board, and such other boards, committees, commissions or officials of the Town as is appropriate of its activities. The Harbormaster shall regularly inform the Commission of his/her activities as well as provide such available information as may be requested by the Commission for the execution of its duties.

604.2 Organization

- 604.2.1 The Coastal Waters Commission shall consist of seven (7) members appointed by the Town Council. Each Commissioner shall be a resident of the Town of Freeport and shall serve without compensation. The Harbormaster shall serve as an ex-officio member of the Commission.
- 604.2.2 The term of office of a member shall be three (3) years except for initial appointments which shall be as follows: three (3) members for three-year terms; two (2) members for two-year terms; and two (2) members for one-year terms.

- 604.2.3 The Commission shall annually elect a Chairman, Vice Chairman and Secretary from its membership, and may create and fill such other offices as it may determine. Officers shall serve one-year terms and shall be eligible for re-election.
- 604.2.4 Commissioners may be removed by the Town Council for cause, after notice and hearing. A Commissioner shall forfeit his membership on the Commission if he fails to attend three (3) consecutive regular meetings of the Commission without being excused by the Commission. The Chairman of the Commission will notify the Town Council chairman of the forfeiture of office by a Commissioner.

604.3 Duties

The Coastal Waters Commission:

- 604.3.1 Shall report to and advise the Town Council on matters concerning Freeport's coastal waters, and recommend ordinances to the Town Council on matters involving said coastal waters.
- 604.3.2 May evaluate the use of Freeport's coastal waters with respect to Federal and State Statutes, Freeport Ordinances, and the rights of any other public authority having specific jurisdiction.
- 604.3.3 May recommend rules and regulations to the Harbormaster.
- 604.3.4 May annually request funding for planning assistance and such commodities that the Commission may deem necessary.
- 604.3.5 Shall annually submit to the Town Manager a five (5) year Coastal Facilities Planning Report for use in the preparation of the Capital Improvements Program.
- 604.3.6 Shall keep records of its meetings and activities and shall make an Annual Report to the Town Council to be published as part of the Annual Report.
- 604.3.7 Shall perform such other duties as may be delegated to it from time to time by the Town Council.
- 604.3.8 Shall conduct a regular meeting of the Commission to be held monthly, said meeting to be open to the public. The Commission may conduct special meetings which may be called by the Commission Chairman or by any three (3) Commissioners, said meetings to be open to the public.
- 604.3.9 Shall hear any appeal by any person affected directly or indirectly, from any decision, order, rule, act or failure to act on the Harbormaster. In deciding any appeal, the Commission shall hear and approve, approve with modifications or conditions, or disapprove the decision, order rule, act or failure to act of the Harbormaster, from which the appeal is made. If a person is aggrieved by a decision of the Coastal Waters Commission, he or she may appeal the decision of the Coastal Waters Commission to the Town Council within ten (10) days.

604.4 Savings Clause

- 604.4.1 The invalidity of any provision of this Ordinance shall not affect the validity of any other provision.

604.5 Repealer

604.5.1 The Freeport Harbor Commission Ordinance as adopted on May 7, 1974, and as amended, is hereby repealed.

SECTION 605 - BOARD OF ASSESSMENT REVIEW

There shall continue to be a Board of Assessment Review as created by Article IV, Section 4.04(b) and (c) of the Town Charter.

SECTION 606 - BOARD OF APPEALS

There shall continue to be a Board of Appeals as created by the Town of Freeport Board of Appeals Ordinance adopted by the Town Council on May 29, 1973, and as may be amended.

SECTION 607 - SHELLFISH CONSERVATION COMMISSION

There shall continue to be a Shellfish Conservation Commission as established by the Ordinance adopted by the Town Council on 7-14-73, and as may be amended.

SECTION 608 - COMMUNITY LIBRARY BOARD OF DIRECTORS

608.1 Establishment

1. There shall continue to be a Freeport Community Library Board of Directors to be herein established as consisting of nine (9) members who shall all be residents of the Town of Freeport.
2. The term of office of a member shall continue to be three (3) years.
3. The Board of Directors shall annually elect a Chairman, Vice Chairman, and Secretary from its own membership and may create and fill such other offices as it may determine. Officers shall serve one-year terms and shall be eligible for re-election.
4. When there is a permanent vacancy, the Town Council shall, within sixty (60) days of its occurrence, appoint a person to serve for the unexpired term.
5. The Chairman shall call meetings of the Board of Directors as required and shall call at least one regular meeting of the Board every second month. A quorum of the Board necessary to conduct an official meeting shall consist of at least five (5) members.

608.2 Duties of the Freeport Community Library Board of Directors

1. The Board of Directors shall have responsibility for the affairs of the Freeport Community Library.
2. The Board of Directors have the responsibility for submitting an annual report of activities to the Town Manager.

608.3 Employment of Library Staff

1. The Town Manager shall appoint a Head Librarian with advice of the Board of Directors.
2. Support Staff shall be hired by the Head Librarian and confirmed by the Town Manager
3. All reviews of the Head Librarian by the Town Manager shall be shared with the Chair of the Board of Directors with the written consent of the Head Librarian. The Chair of the Board of Directors shall be available to the Town Manager for consultation on all such reviews.

SECTION 609 - LICENSING BOARD

609.1 Establishment

There shall be a Licensing Board consisting of nine (9) members; each of the duly elected and sworn members of the Town Council, the duly appointed and sworn Town Manager and the duly appointed and sworn Town Council Secretary, the latter serving as Secretary to the Board.

609.2 Duties of the Licensing Board

1. It shall meet on an as needed basis at such time and place as they appoint by posting notices in three or more places in Freeport, at least seven (7) days previously stating the purpose of the meeting.
2. It shall consider applications of all persons for licenses to be Victualers after all of the following conditions have been complied with:
 - a) Certification by the Tax Collector that all taxes assessed to the applicant for property both real and personal used in the conduct of said application's business have been paid by the annually specified date or by the time of the Annual Meeting in May.
 - b) File with the Town Clerk a photostatic copy or written evidence or certification by the State Board of Health that the facility for which the license is applied for meets their standards.

SECTION 610 - WINSLOW PARK COMMISSION

610.1 Establishment

The Winslow Park Commission shall consist of nine (9) appointed members; one (1) from the Town Council and eight (8) citizens at large.

610.2 Duties of the Winslow Park Commission

The Winslow Park Commission shall act as an advisory group to the Town Council. The Park Manager shall act as staff for the Park Commission. The Park Manager will work directly for the Town Manager.

610.3 Adelaide Harb Trust

The Winslow Park Commission shall annually review the performance of the Adelaide Harb Trust Fund.

SECTION 611 - CABLE T.V. REGULATORY BOARD

611.1 Establishment

1. The Cable T.V. Regulatory is hereby created and established for the general purpose of regulating, evaluating and enforcing the Town of Freeport's Cable T.V. Franchise Agreement. The Board shall consist of five (5) members, each appointed by the Town Council for three (3) year terms. The School Department shall have a designated seat on the Board. The Board shall annually elect a Chairman, Vice Chairman and Secretary from its own members.
2. The Chairman shall call meetings of the Board as required and shall call at least one regular meeting of the Board every month. A quorum of the Board necessary to conduct business shall consist of at least four (4) members.

611.2 Duties of the Cable T.V. Regulatory Board

1. Create, revise, and update the application form for CATV Systems;
2. Recommend regulations to the Municipal Officers concerning CATV Systems;
3. Review and recommend to the Municipal Officers all applications and any renewals or extensions for CATV Systems within the Town;
4. Review the performance of the Company and its compliance with the franchise agreement at least once a year;
5. Review the rates, fees, and deposits for CATV System services at least once a year;
6. Review all applications for rate increases and make recommendations to the Municipal Officers;
7. Review and recommend to the Municipal Officers and Town Manager topics for local programming and services;
8. Review and settle disputes and grievances concerning CATV Systems;
9. Assume other CATV related duties as designated by the Municipal Officers of this Ordinance.
10. Review and recommend an annual Five Year Capital Plan in conjunction with the Cable T.V. Director
11. Promote and facilitate FCTV programming and production.
12. Advise the Cable T.V. Director on CATV program scheduling.

611.3 Employment of Cable TV Staff

1. The Town Manager shall appoint a Cable TV Director who will staff the Cable TV Regulatory Board.
2. The Cable TV Director shall carry out all cable TV functions as assigned by the Town Manager.

SECTION 612-SUSTAINABILITY ADVISORY BOARD *Amended 07/05/16*

612.1 Establishment

The Sustainability Advisory Board shall consist of seven (7) members serving three year staggered terms. A quorum of the Committee is necessary to conduct an official meeting and shall consist of at least four (4) members. Members shall all be residents of the Town of Freeport. The Committee shall annually elect officers from its own membership. The officers shall be eligible for re-election.

612.2 Duties and Responsibilities

The Committee shall:

1. advise/recommend to the Town Council through the Town Manager; 2. advise/recommend all sustainability related policies to the Town Council and/or through Town Staff; 3. study any other matters or duties that from time to time are requested by the Town Council and/or Town Staff as it pertains to the above matters; 4. meet monthly as determined by the Committee.

612.3 Employment of Town Staff

1) The Town Manager may appoint a town staff person to staff the Sustainability Advisory Board.
2- Appointed staff will perform sustainability functions as assigned by the Town Manager.

SECTION 613– PROJECT REVIEW BOARD

613.1 Project Review Board Establishment

- 1.1 There is hereby created the Project Review Board, which shall consist of seven (7) members appointed by the Town Council who shall be residents of the Town of Freeport and interested or skilled in historical preservation, environmental protection, architecture, construction, and engineering, while striving to protect the diversity of Freeport. Members shall serve without compensation.
- 1.2 Neither a municipal officer nor a member of the (Zoning) Board of Appeals or the Planning Board may be a member of the Project Review Board.
- 1.3 The term of office of a member shall be three years except for initial appointments which shall be as follows: three members for three-year terms, two members for two-year terms, and two members for one-year terms. Upon expiration of their terms, members shall continue to serve until their successors are appointed and qualified.
- 1.4 The Board shall annually elect a Chairman and Vice-Chairman and a Secretary from its own membership, and may create and fill other offices as it may determine necessary. Officers shall serve one-year terms and shall be eligible for re-election.
- 1.5 When there is a permanent vacancy, the Town Council shall, within sixty days of its occurrence, appoint a person to serve for the unexpired term.
- 1.6 The Chairman shall call meetings of the Board as required and shall call at least one regular meeting of the Board each month. The Chairman shall also call meetings of the Board when requested

- to do so by a majority of the members or by the municipal officers. A quorum of the Board necessary to conduct an official Board Meeting shall consist of at least four (4) members. Action for a Design Review Certificate shall follow the procedure outlined in the Freeport Design Review Ordinance, Chapter 22, Section VI.A. All other decisions of the Project Review Board shall require the concurring vote of a majority of those present and voting. The Chairman or the Vice-Chairman shall preside at all meetings of the Board. The Chairman shall be the official spokesman of the Board.
- 1.7 If there is any question of whether a particular issue involves a conflict of interest or bias sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members present and voting, except the member who is being challenged.
- 1.8 The Board shall adopt rules for transaction of business, subject to the approval of the Town Council and the Secretary shall keep a record of its resolutions, transactions, correspondence, findings and determinations. All records shall be deemed public and may be inspected at reasonable times.
- 1.9 The Board, subject to the Town Council's prior consent, shall have the right to retain and pay for the services and expenses of professional help required in carrying out the duties and responsibilities of this Code. The cost of such services shall be borne by the applicant.
- 1.10 The Board shall hold regular meetings, at least monthly. All meetings of the Board shall be open to the public and a public record shall be kept of the Board's resolutions and decisions.

613.2 Duties and Responsibilities

The Project Review Board shall have the duty and responsibility to:

- 2.1 Review and issue its order with respect to all proposed subdivisions including the approval of road names within a proposed subdivision. The Project Review Board shall constitute the "municipal reviewing authority" for subdivisions under 30-A M.R.S.A section 4403.
- 2.2 Review and issue its order with respect to all reviews as required by the Freeport Zoning Ordinance.
- 2.3 Review and issue its order with respect to all reviews as required by the Freeport Design Review Ordinance. In reviewing such applications, the Board shall be concerned with those elements of development, redevelopment, rehabilitation and/or historic preservation that affect the visual quality of the Design Review District. The Board shall not consider use or interior arrangements. The Board may make any requirement consistent with the specific intent of the Design Review Ordinance as set forth in Section IB and Sec. VIII of the Design Review Guidelines thereof.

613.3 Repealing

- 3.1 The Design Review Board previously established under the Design Review Ordinance and the Administrative Code is hereby abolished and all powers and duties previously exercised by the Design Review Board shall be exercised by the Project Review Board on and after 04/01/04, except with respect to pending applications as provided in Section 615.4.

613.4 Transition Clause

- 4.1 Effective March 3, 2004 the Project Review Board shall have those powers and duties previously exercised by the Planning Board and the Design Review Board, which relate to the review of applications for permits or approvals of any kind, except where review of such applications has been expressly assigned to the Board of Appeals, Codes Enforcement Officer, Staff Review Board, or Coastal Waters Commission. If any ordinance existing as of 04/01/04 continues to refer to the Planning Board or the Design Review Board with respect to an application for a permit or approval, the Project Review Board shall be substituted as the permitting authority, Notwithstanding the foregoing, any application filed before March 3, 2004, shall continue to be reviewed by the board with which the application was filed until a final decision is rendered, except that any application for a new subdivision or a major site plan filed after February 3, 2004 shall not be reviewed or acted on by the Planning Board, but shall be taken up by the Project Review Board at its first meeting on or after April 1, 2004.

613.5 When Effective

- 5.1 The amendments to this Ordinance enacted on March 3, 2004 shall take effect immediately upon passage

SECTION 614 - COMPLETE STREETS COMMITTEE *(Amended 7/22/19 from Traffic and Parking Committee)*

614.1 Establishment

The Complete Streets Committee shall promote, advise, and recommend policies related to Freeport's public multi-modal transportation system, with emphasis on best practices for enhancing safety, community connectivity, system sustainability, and economic development.

"Complete Streets" (for purpose of general definition within this ordinance) is a transportation policy, which encourages street planning, design, operation, and maintenance that enables safe access for all members of our community, to include pedestrians, bicyclists, motorists, and transit riders, regardless of age and abilities. A 'complete street' safely accommodates all users. An 'incomplete street' does not.

The Complete Streets Committee shall consist of nine members. The membership shall include:

- Police Chief, Town of Freeport
- L.L. Bean representative
- Town Councilor
- Six (6) At-Large representatives

All Complete Streets Committee members shall be appointed by Town Council. Appointments will be for staggered three-year terms. The Complete Streets Committee shall elect a Chair and Vice-Chair consistent with Section 601.1 of the Freeport Administrative Code. All municipally imposed term limits for Board or Committee members (including those in Section 601.1 of this code) shall not apply to the Police Chief or L.L. Bean representative regarding their membership on the Complete Streets Committee.

All Complete Streets Committee members must be Freeport residents, with the exceptions of the Police Chief and L.L. Bean representative. The Complete Streets Committee Chair shall be a Freeport resident.

The Complete Streets Committee shall be staffed by the Town Engineer.

614.2 Duties and Responsibilities

The Complete Streets Committee shall advise Town Council on public multi-modal transportation system projects and related issues to include, but not limited to:

- Town of Freeport Complete Streets Policy — develop, propose, implement, and update;
- short- and long-term improvements that implement the goals of the Complete Streets Project Plan and Active Living Plan dated 7/9/2014;
- traffic flow and circulation;
- pedestrian flow and circulation, to include crosswalks;
- shared use pathways, particularly those that address community connectivity;
- on- and off-street parking;
- signage;
- general safety issues;
- funding sources for multi-model transportation maintenance and improvements;
- alternative transportation accommodation and ADA compliance;
- integration of sustainability practices.

The Complete Streets Committee shall monitor and maintain the Freeport Complete Streets Project Plan. This plan will include project priorities, current status, estimated costs, project scope and timing, funding sources, and anticipated community benefit. The Complete Streets Project Plan shall be updated each year, no later than December 31, and submitted to Town Council for consideration during budget development.

The Complete Streets Committee shall provide advice, when requested, for other Boards and Commissions such as the Planning Board, Project Review Board, Coastal Waters Commission, and others.

The Complete Streets Committee shall develop and gather technical information through consultants, and advocacy groups, as needed, and from committee staff.

The Complete Streets Committee shall conduct special projects related to Complete Streets Committee Duties and Responsibilities.

Complete Streets Committee members are expected to participate in workgroups and on special projects related to Complete Streets Committee Duties and Responsibilities.

The Complete Streets Committee shall recommend ordinance revisions, as necessary, and advise on proposed ordinance revisions.

The Complete Streets Committee shall provide for public comment from residents with questions and concerns about multi-modal transportation system elements, to include safety, community connectivity, economic impact, and other related issues.

The Complete Streets Committee shall decide on public peddler locations.

The Complete Streets Committee shall act in any capacity required by specific Town ordinances.

The Complete Streets Committee shall periodically review the efficacy of its structure and governing ordinance and annually provide guidance to the Appointments Committee regarding qualifications for open seats.

The major focus of Complete Streets Committee efforts shall be on the Village, Route 1 corridor, high density areas, and opportunities for connectivity, though it will provide advice and recommendations, as needed, about issues within its purview in other sections of Freeport.

Section 615 Hunter Road Fields Advisory Committee

615.1 Establishment

The Hunter Road Fields Advisory Committee shall consist of seven (7) members appointed by the Town Council for staggered three-year terms. The members shall include a Town Councilor, a Conservation Commission member, an RSU #5 representative and a member from each of the Town of Freeport's 4 voting districts. The Committee shall annually elect a Chair and a Vice-Chair.

615.2 Duties and Responsibilities

Develops a purpose statement for the Hunter Road Fields and Trails that contains intended purposes including, but not limited, to accessibility by all residents, fulfills longstanding need for fields within community, provides opportunities for outdoor activities for people of all ages and abilities, groups and individuals, organized and informal activities.

The Hunter Road Fields Advisory Committee shall advise the Town Council on field and related trail issues such as, but not limited to, the following:

- Fee structures
- Process and protocol for scheduling

- Management structure
- Field and trail maintenance
- Preparing annual budgets, both capital and operating, in consultation with the Finance Director
- Develop use priorities
- Signage
- Parking
- Review and settle disputes and grievances concerning field operations.

The Hunter Road Fields Advisory Committee shall provide advice, when requested, for other Boards and Commissions.

Develop and gather technical information, as needed.

Recommend ordinance revisions and advise on proposed ordinance revisions.

Provide for public comment from citizens with concerns about issues related to fields and trails.

Act in any capacity required by specific Town ordinances.

SECTION 616 – ACTIVE LIVING ADVISORY COMMITTEE

616.1 Establishment

The Active Living Advisory Committee shall consist of seven (7) members serving three year staggered terms. The members shall include one Town Councilor, two at large members, and one member from each of the Town's four voting districts. A quorum of the Committee is necessary to conduct business and shall consist of at least four (4) members. Members shall all be residents of the Town of Freeport. The Committee shall annually elect a chair and vice-chair. The Committee shall exist for six years, ending on June 30, 2021, unless this ordinance is amended by future action of the Town Council.

616.2 Duties and Responsibilities

The Committee shall serve as a resource to the Town of Freeport citizens for initiatives outlined in the Town of Freeport Active Living Plan.

616.3 Employment of Planning Department Staff

1. The Town Manager shall employ a Town Planner, who will staff the Active Living Advisory Committee.
2. The Town Planner shall carry out Planning functions as assigned by the Town Manager.

SECTION 617 – MUNICIPAL TREE TASK FORCE

617.1 Establishment

The Municipal Tree Task Force is hereby created and established. The Tree Task Force shall report to the Sustainability Advisory Board and shall consist of three community

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members appointed by the Sustainability Advisory Board. The term of the members shall be for two years.

In consultation with the Sustainability Advisory Board, the Town Council shall assess the effectiveness of the Municipal Tree Task Force in 2025. The Task Force shall end on June 30, 2025 unless this Ordinance is amended by future action of the Town Council.

617.2 Duties and Responsibilities

The Municipal Tree Task Force shall determine the needs of the Town of Freeport in connection with its public tree program. The Tree Task Force shall meet at least semiannually. It shall assist in the establishment of standards for the selection, planting, maintenance and removal of public trees, and in the dissemination of news and information on these standards and on the public tree program.

The Municipal Tree Task Force shall formulate and continually update a management plan for public trees. Such plan shall be presented to the Freeport Town Council, and, upon acceptance and approval by the Council, the plan shall serve as the basis for the public tree program.

SECTION 618 – POLICE ADVISORY COMMITTEE

618.1 Establishment

The Police Advisory Committee shall consist of five (5) full members. Full members shall be Freeport residents, over the age of 18, without current or previous work experience in the field of law enforcement in a Police, Sheriff or Corrections Department within the last four years. A quorum of three full members shall be required to conduct business. The Committee shall elect annually a Chair, Vice-Chair, and Secretary.

Additionally, there shall be four (4) associate members as follows:

- One (1) Town Council liaison.
- Two (2) high school students, who shall be Freeport residents enrolled in a public, private, or home study course of high-school level education.
- One (1) Freeport Police Officer, who shall attend meetings at the request and pleasure of the Committee Chair.

Associate members shall have the right to participate in all discussions but shall not have the right to vote.

Committee members shall be appointed and serve as follows: All five (5) full Committee members and the two (2) associate high school students shall be appointed by the Town Council and shall serve three year, staggered terms. The one (1) associate Town Council liaison shall be appointed

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annually by the Town Council Chair. The one (1) associate Freeport Police Officer shall be appointed annually by the Chief of Police.

618.2 Mission

The mission of the Committee shall be to increase equity in policing, minimize harm in the community, and improve lines of communication and accountability between residents and the Freeport Police Department.

618.3 Duties

The duties of the Committee shall be as follows:

- 1) Study, review, and recommend policy to the Freeport Police Department based on community input and expertise.
- 2) Assist the Town with Police Department Staffing.
- 3) Provide the public with transparency of complaints to ensure it is thorough, objective, fair and timely.
- 4) Provide a forum for the public discussion of law enforcement effectiveness and policing procedures in our community, recommend ways to improve community relationships and provide advice on various law enforcement initiatives.
- 5) Research best practices for use of Town resources related to policing and safety, and make appropriate recommendations to the Town Council.

Amendments as of 6/16/2015:

Section 506.7 (1) & (2) Amended by the Town Council on February 24, 2015.

Section 614.1 Amended by the Town Council on April 7, 2015.

Section 601.1 Amended by the Town Council on June 16, 2015

Section 616 Adopted as new ordinance on June 16, 2015.

Amendments as of 07/05/2016:

Section 612 on 7/5/2016. Changed Solid Waste/Recycling Advisory Board to Sustainability Advisory Board.

Amendments as of 01/08/2019:

Section 509 Inspections Department . Amended by Town Council on 01/08/2019.

Amendments 7/22/2019-amended Traffic and Parking to be the new Complete Streets Committee. New charge of committee.

Amendments 04/28/2020 -added Section 617: Municipal Tree Task Force

Amendment 06/01/2021-added Section 618: Police Advisory Committee

