

**CITY OF ROCKLAND, MAINE**

Updated 01/13/2016

**BOARDS, COMMISSIONS AND COMMITTEES**

**VACANCIES**

<b>PLANNING BOARD</b>	<b>5 MEMBERS (2 Alt)</b>	<b>3-YEAR TERM</b>
Vacant – Alternate		2016
Vacant – Alternate		2018
<b>BOARD OF ASSESSMENT REVIEW</b>	<b>5 MEMBERS</b>	<b>3-YEAR TERM</b>
Vacant – Alternate		2017
<b>PERSONNEL BOARD</b>	<b>5 MEMBERS (1 Alt)</b>	<b>3-YEAR TERM</b>
Vacant – Alternate		2017
<b>BOARD OF REGISTRATION APPEALS</b>	<b>3 MEMBERS (Chm. 4 yr/D&amp;R Mem. 3 yr)</b>	
Vacant (D-Alt)		2017
Vacant (R-Alt)		2017
<b>ZONING BOARD OF APPEALS</b>	<b>5 MEMBERS (1 Alt)</b>	<b>3-YEAR TERM</b>
Vacant		2017
Vacant - Alternate		2017
<b>COMPREHENSIVE PLANNING COMMISSION</b>	<b>7 MEMBERS (2 Alt)</b>	<b>3-YEAR TERM</b>
Vacant – Alt		2018
Vacant – Alt		2018
<b>HARBOR MANAGEMENT COMMISSION</b>	<b>7 MEMBERS</b>	<b>3-YEAR TERM</b>
Vacant		2017
<b>PARKS COMMISSION</b>	<b>5 MEMBERS</b>	<b>3-YEAR TERM</b>
Vacant		2018
<b>COAST GUARD CITY ADVISORY COMMITTEE</b>	<b>7 MEMBERS</b>	<b>3-YEAR TERM</b>
Vacant		2017
Vacant		2017
<b>ECONOMIC DEVELOPMENT ADVISORY COMMITTEE</b>	<b>7 MEMBERS</b>	<b>3-YEAR TERM</b>
Vacant		2017
Vacant		2018
Vacant		2018
<b>ENERGY ADVISORY COMMITTEE</b>	<b>7 MEMBERS</b>	<b>3-YEAR TERM</b>
Vacant		2016
Vacant		2018

**RECREATION ADVISORY COMMITTEE**

**7 MEMBERS**

**3-YEAR TERM**

Vacant

2017

Vacant

2017

Vacant

2018

Vacant

2018

Below are the Charter and Code references relating to the various Boards, Commissions and Committees of the City and a general outline of their duties and functions:

### **City Charter Section 407 Boards, Commissions, Committees**

(a) Planning Board; Zoning Board of Appeals. The City Council shall create by ordinance a City Planning Board and a Zoning Board of Appeals to be composed of five members each, and to be organized under the guidelines established by state law.

(b) Boards in General. The council may create whatever other boards, commissions, or committees that it deems in the best interest of the City. Such boards, commissions, or committees shall be created by ordinance or resolve and shall serve at the pleasure of the City Council.

(1) Personnel of all boards, commissions and committees shall be appointed by the mayor, with the consent of the Council.

(2) Membership on all boards, commissions and committees shall be for three year terms unless otherwise specified by this charter or by the council.

(3) Members of such boards, commissions and committees may be removed before the expiration of their terms for cause by action of the council after public hearing if requested, before the mayor.

(4) Members of all boards, commission, and committees must reside within the City during their terms of office.

### **City Code References**

#### **PLANNING BOARD**

##### **Sec. 19-101 Establishment of Board**

A Planning Board is hereby established as authorized by and in accordance with the terms of the Revised Statutes of Maine and by any subsequent amendments thereto.

##### **Sec. 19-102 Organization; Term**

The Board shall consist of five (5) members who shall be appointed by the Mayor and confirmed by the City Council, none of whom shall hold any other public office or position in the City. The City Manager and Mayor shall serve as ex-officio members of the Board. The Board shall annually elect its Chairman and Secretary from among its appointive members, except that after the appointment of a Director of Planning he may be designated to serve as Secretary. The term of the appointive members shall be three (3) years, except that of the five (5) first appointed, one (1) shall be appointed for a term of one (1) year, two (2) for two (2) years, and two (2) for three (3) years. There shall also be two (2) alternate members appointed by the Mayor and confirmed by the City Council who shall be required to attend at least 75% of the regular meetings of the Board and who shall fill in for absent Board members. The alternate members shall be appointed to fulfill any vacancies on the Board.

#### **BOARD OF ASSESSMENT REVIEW**

##### **Sec. 2-501 Establishment**

There shall be a Department of Finance, the head of which shall be the Finance Director, who shall be, or be appointed by, the City Manager. There shall also be a single City Assessor, as provided by Chapter 229 of the Public Laws of 1963, a City Purchasing Agent, and a City Tax Collector and Treasurer, any or all of whom shall be, or be appointed by, the City Manager, with the exception of the City Assessor, who may not be the City Manager. There shall also be a Board of Assessment Review comprised of five (5)

members who shall be appointed by the Mayor and confirmed by the City Council for a term of three (3) years, except for the five (5) members first appointed, two (2) shall serve for three (3) years, two (2) shall serve for two (2) years and one (1) shall serve for one (1) year. There shall also be an alternate member of the Board who shall serve a term of three (3) years. The alternate member shall attend all meetings of the Board, may participate in any discussions or hearings, but shall only vote on Board matters if a full member is not present at such meeting. When a vacancy occurs on the Board, the alternate member may be appointed to fill such vacancy.

**Charter Reference:** Article IV, § 403.

**State Law Reference:** 30-A M.R.S. § 2552; 36 M.R.S. § 843.

## **PERSONNEL BOARD**

### **Sec. 2-1201 Establishment**

There is hereby created a Department of Personnel, the head of which shall be the Personnel Director who shall be or be appointed by the City Manager, and a Personnel Board, which shall consist of five (5) members who shall be appointed by the Mayor and confirmed by the City Council. Members of the Board shall serve three (3) year terms, except for the five (5) members first appointed, two (2) shall serve for three (3) years, two (2) shall serve for two (2) years and one (1) shall serve for one (1) year. There shall also be an alternate member of the Board who shall serve a term of three (3) years. The alternate member shall attend all meetings of the Board, may participate in any discussions, but shall only vote on Board matters if a full member is not present at such meeting. When a vacancy occurs on the Board, the alternate member may be appointed to fill such vacancy. The Board shall elect one of its members as its Chairperson and determine its own rules of procedure.

### **Sec. 2-1204 Duties of the Personnel Board (PB)**

The primary duty of the PB is to evaluate applicants for positions of classified employment with the City and certify to the Personnel Director only those whom it deems acceptable candidates.

1. The PB will follow procedures it deems necessary to certify applicants. This may include, but not be limited to, review of applications, testing, interviews and consultation with department heads. A certified applicant is one who in addition to being qualified meets with PB approval after following its procedure. The PB will try to complete its work within 30 days of the closing period for the job solicitation.
2. Applicants may meet the basic qualifications for a job but not be certified for selection.
3. To the extent possible, certified candidates will be ranked in order of PB preference.
4. The PB will communicate with the Personnel Director to suggest effective recruiting and hiring practices.

## **BOARD OF REGISTRATION APPEALS**

### **Sec. 6-107 Registrar of Voters; Deputy Registrar of Voters; Registration Appeals Board**

There shall be a single Registrar of Voters for the City of Rockland appointed pursuant to the provisions of Title 21-A, Section 101 of the Maine Revised Statutes Annotated. The Registrar may appoint one or more deputy registrars pursuant to the provisions of Title 21-A, Section 102 of the Maine Revised Statutes Annotated. There shall also be a Registration Appeals Board established and appointed pursuant to the provisions of Title 21-A, Section 103.

**State Law Reference:** 21-A M.R.S. § 101-103

### **§103. Registration appeals board**

In a city or town that has a population of 5,000 or more, if a person is aggrieved by the decision of the registrar of voters to cancel that person's registration in the central voter registration system or to reject that person's voter registration application, that person may appeal in writing to the registration appeals board. [2005, c. 453, §9 (AMD).]

**1. Population of 5,000 or over.** The registration appeals board consists of 3 members who must be appointed as follows: The municipal committee of each of the major political parties shall nominate one member, who must be enrolled in the party of the municipal committee that nominates the member, and the municipal officers shall appoint the persons nominated by the municipal committees and the 3rd member must be nominated by the clerk of the municipality and appointed by the municipal officers. The clerk of the municipality may give the municipal committees of the political parties a list of qualifications necessary for a person to fulfill the duties of the registration appeals board, and the municipal committees shall take those qualifications into consideration when nominating members to the board. The 2 members of the board nominated by the municipal committees of the major political parties may be members of the municipal committee nominating them and of the county or state committees of the political party that nominates them and may be members of a state or county delegation to a political convention. When a municipal committee nominates a member to the registration appeals board, it shall also nominate an alternate board member, who serves if the member nominated by the municipal committee is or becomes unable to serve. The municipal clerk may not serve as a member or alternate member of the registration appeals board.

## **ZONING BOARD OF APPEALS**

### **Sec. 19-201 Board Established; Membership**

A Zoning Board of Appeals is hereby created, consisting of five (5) members to be appointed by the Mayor and confirmed by City Council for a term of three (3) years. This Board shall annually elect its own Chairman and Secretary from among its members and determine its own rules of procedure. In addition, one (1) alternate member shall be appointed for a term of three (3) years, to act thereon in place of any member unable to act, due to interest, absence from the State or physical incapacity.

A Municipal Officer may not be a member or alternate of the Zoning Board of Appeals. Such Board, by vote of not less than a majority of its full membership after a public hearing in each case, is hereby authorized to interpret the details of the application of ordinances and regulations enacted under such sections in accordance with general rules set forth in such ordinances or regulations including the power to determine appeals from the erroneous refusal of building permits and to permit exceptions to, or variations from, regulations in the classes of cases or situations and in accordance with the principles, conditions, and procedure specified therein and so as to grant reasonable use of property where necessary to avoid confiscation and without substantially departing from the intent of plans and regulations made under such sections.

### **Sec. 19-202 Powers and Duties; Conduct of Appeals**

The Zoning Board of Appeals shall have the following powers and duties exercised by vote of not less than a majority of its full membership, after public notice and hearing:

A. To hear and decide appeals arising from a determination or interpretation of a zoning regulation, or the issuance or failure to issue a building or occupancy permit by the Code Enforcement Officer or his authorized agent.

1. Standing. Any person having a potential direct and personal injury, and any owner or lessee of abutting property or of parcels located entirely or partially within 300 feet of property that is the subject of any decision, action, or inaction of the Code Enforcement Officer, may appeal such decision,

action, or failure to act to the Zoning Board of Appeals, and may appeal a decision of such Board to the Superior Court, as provided by law or rule of civil procedure.

2. Appeal Procedure. Except when a person having standing to appeal demonstrates good cause, an appeal must be filed with the Code Enforcement Office within thirty (30) days of the decision that is the subject of the appeal. The person taking the appeal shall file with the Code Enforcement Office a notice of appeal on a form provided for that purpose by the Code Enforcement Office, and, pay to the City the administrative appeal fee as prescribed in the Code of Ordinances or by Order of the City Council, which fee is calculated to cover the various costs to the City including, but not limited to, publishing notice of hearing, notifying abutting land owners, and reviewing the appeal. The Code Enforcement Officer shall forthwith transmit to the Board a copy of the notice of appeal and of all papers constituting the record of the action that is the subject of the appeal. The Zoning Board of Appeals shall fix a reasonable time for the hearing of the appeal; may require that the appellant(s) submit a narrative summary of the appeal and of the grounds therefor; and at least one (1) week prior to the hearing, shall give public notice of such hearing by publication in at least one (1) issue of a newspaper published in the City. The appellant and applicant may appear in person, or by attorney or other agent.

3. Standard of Review / Burden of Proof. When acting in an appellate capacity, the Zoning Board of Appeals may reverse the decision of the Code Enforcement Officer only upon a finding that the decision was contrary to specific provisions of the Rockland Code of Ordinances, or contrary to the facts presented to the Code Enforcement Officer at or prior to his decision. The Board may remand the matter to the Code Enforcement Officer for further consideration, specifying the information to be obtained and/or considered upon remand, or may sustain the decision of the Code Enforcement Officer or grant the appeal and vacate or modify the decision that is the subject of the appeal. The person filing the appeal shall have the burden of proof as to all matters in the appeal.

B. Variances. A variance from a dimensional requirement or limitation imposed in Chapter 19, Section 19-304 may be granted by the Board only where strict application of the Article, or a provision thereof, to the petitioner and his property would cause undue hardship. A variance may not be granted to permit a use otherwise prohibited by Section 19-304. The phrase "undue hardship" as used in this subsection shall mean:

- (1) That the land in question cannot yield a reasonable return unless a variance is granted;
- (2) That the need for a variance is due to the unique circumstances of the property and not to the general conditions in the neighborhood;
- (3) That the granting of a variance will not alter the essential character of the locality; and
- (4) That the hardship is not the result of action taken by the applicant or a prior owner.

The work or change involving the variance shall be commenced within six (6) months of the granting of the variance and shall be substantially completed within one (1) year of the date on which the variance is granted unless the Board grants an extension of either period. The variance shall provide by its terms that rights thereunder will cease unless work is thus commenced and substantially completed. No variance shall be granted for a use not allowed within the zone in which the property is located.

C. Administration. To make the following determinations and grant the following permits:

Determine precise zone boundary lines to the extent authorized by Section 19-301(4). Eff:  
01/13/10

## **COMPREHENSIVE PLANNING COMMISSION**

### **Sec. 19-404 Duties of Comprehensive Planning Commission**

The Comprehensive Planning Commission shall prepare a comprehensive master plan for adoption by the City Council pursuant to Title 30-A, §§ 4324-4327 of the Maine Revised Statutes.

After the City Council had adopted a master plan as provided in this Section, no regulation, official map, or zoning or other plan shall be enacted, established, or amended, under the provisions of Sections 19-104 to 19-106 inclusive, and no plat, street, or way shall be approved, under such provisions, until the Comprehensive Planning Commission shall have reported its recommendations in regard thereto, and no public building, structure (except as authorized under the provisions of the Revised Statutes of Maine), utility or roadway, or street, way, park, or other public land shall be authorized, established, or modified in location or extent until the Comprehensive Planning Commission shall have reported its recommendations in regard to the location and extent thereof. This report shall be made only after the Commission has made a careful investigation and is convinced that the plans or regulations recommended by it will fit in with the comprehensive master plan for the development of the City. If the Commission fails to report within thirty (30) days after submission to it of a proposed action, it shall be deemed to have approved such action.

After the appointment of a City Engineer, no plat shall be approved under the provisions of Section 19-105 until the Engineer has had opportunity to report thereon in regard to grades, feasibility of drainage and sewerage, and character of road surfacing.

## **HARBOR MANAGEMENT COMMISSION**

### **Sec. 2-703 Harbor Management Commission**

1. Purpose. The City of Rockland wishes to protect its marine-historic resources and sensitive natural resource areas found along its harbor and in nearshore coastal waters; to provide growth in public opportunities for water-based recreational activities; to maintain and enhance navigational facilities for the benefit of all harbor users; and to allocate land and water resources in an economically and environmentally sound manner. To this end, the City believes that the most equitable way of balancing competing uses in the harbor and adjacent coastal waters is to develop, adopt and implement a harbor management plan. To properly manage such a plan, and to plan for the future of Rockland Harbor, the City of Rockland hereby creates a Harbor Management Commission, pursuant to Title 38 of the Maine Revised Statutes Annotated.

2. Commission Composition. There shall be a Harbor Management Commission consisting of seven (7) members, appointed by the Mayor and confirmed by the City Council, from a list of persons recommended, because of their interest in harbor activities, by existing local committees, city staff, or local residents. Said Commission is intended to be representative of, but not limited to members or representatives of the following groups: The Rockland Planning Board, marina operators, recreational boating community, commercial shipping industry, commercial fishing industry, the commercial lobster industry, the downtown/waterfront retail business community, and the Rockland-Thomaston Area Chamber of Commerce. In addition, there shall be two (2) alternate members appointed who shall serve in the absence of regular members and who may be appointed to fill any vacancies on the Commission. The Harbor Master shall serve as an ex-officio non-voting member of the Commission.

The Commission shall maintain close cooperation with the Planning Board, Parks Commission, Recreation Advisory Committee, Economic Development Advisory Committee and other agencies in matters of policy and planning of harbor and waterfront activities and development.

No regular member of the Harbor Management Commission shall receive compensation for service.

3. Commission Member Terms. The term of all members shall run for three (3) years, except for the first seven (7) first appointed, of which two (2) members shall be appointed for one (1) year, two (2) for two (2) years, and three (3) for three (3) years. The alternate members shall be appointed for terms of two

(2) years, except for the first two (2) first appointed, of which one (1) shall be appointed for one (1) year, and one (1) for two (2) years. If a commission member resigns or is removed for any reason before his or her term expires, an alternate member may be appointed to complete that term or, if neither alternate member wishes to fill the vacancy, the Mayor shall appoint a replacement to complete the vacant term within two (2) months of termination in accordance with Section 2 above. A Commission member may be removed by the Mayor, for good cause, upon request of the Commission. Failure to attend four (4) consecutive meetings, without good reason, shall constitute good cause for removal.

The Commission shall elect a chairperson and secretary from its membership annually and shall adopt its own rules of procedure. The Commission may also form subcommittees to address specific duties of the Commission.

4. Jurisdiction of the Harbor Management Commission. The Harbor Management Commission shall have jurisdiction within the area located in or contiguous to the waters of Rockland Harbor as defined by the shoreline between the boundaries of Rockland with Rockport to the north and Owl's Head to the south. The boundary lines are projections of the land boundaries into the Harbor. Specific municipal properties under this jurisdiction include Snow Marine Park, Sandy Beach, Harbor Park, the Public Landing, Fisherman's Pier, Buoy Park, the Rockland Municipal Fish Pier, Marie Reed Park, Mildred Merrill Park, and/or any municipally owned property abutting Rockland Harbor. Eff: 04/13/05

5. Power, Duties and Responsibilities. The purpose of the Harbor Management Commission shall be to prepare a harbor management plan in accordance with Title 38 of the Maine Revised Statutes Annotated. Upon adoption of the plan, the Commission shall provide for the annual review of the harbor management plan and shall submit recommendations to the City Council for additions and/or modifications to the plan that may be deemed appropriate, subject to the process set forth in the Maine Revised Statutes Title 38 or other subsequent harbor management legislation enacted by the State of Maine. In addition, the Commission may exercise any of the following powers, duties and responsibilities:

a. to recommend ordinances for adoption by the City Council which implement the Harbor Management Plan and which specify fees and fines for violation of those ordinances, in accordance with the Maine Revised Statutes Title 38;

b. to assist the Harbor Master in the assignment of moorings, the management of mooring and anchorage areas.

c. To review and submit to the City Manager a proposed operating budget for the Harbor and Waterfront Department using funds from sources which may include, but are not limited to, local appropriations, mooring fees, violation fines, boat excise tax revenue or a harbor management fund established by the City Council by ordinance.

d. To hear and to adjudicate administrative appeals of the grant or denial of a permit by the Harbor Master or Fish Pier Director;

e. To hear proposals and concerns of members of the following customer base:

- Commercial fishermen using the Municipal Fish Pier;

- Riparian land owners on Rockland Harbor regarding harbor use in the vicinity of their property; and

- Other marine related.

f. To assist in the coordination of all public and private agencies, commissions and other organizations which have interest or jurisdiction within the harbor area.

g. To approve use of municipal properties and award fee waivers as appropriate for the use of these properties by such groups or individuals whose presence is appropriate based on specific purposes in line with the harbor area and whose presence is natural and historic to the harbor. The Commission shall recommend appropriate municipal locations to the City Council for events deemed inappropriate to the municipal areas under the Commission's jurisdiction.

h. To review and make recommendations on proposed land and water use activities contiguous to the waterfront and within the waters delineated in Section 4 of this Ordinance that are received for review by

other municipal agencies in accordance with the procedure described in Section 6 of this Ordinance.

i. To review for consistency with the harbor management plan any public notice of an application for a local, state or federal permit for an activity taking place within the Commission's jurisdiction as described in Section 4 of this Ordinance, and to respond in a timely fashion with recommendations to the regulating agencies.

j. To conduct or cause to be conducted, studies of the conditions and operations in and adjacent to Rockland Harbor and to present to the City Council proposals for the harbor's efficient operations; and

k. To request, when appropriate, a general permit from the United State Army Corps of Engineers and/or delegation of state enforcement authority pursuant to the Maine Revised Statutes Title 38.

6. The Commission shall establish a Fish Pier Management Committee that shall review and advise the Commission as to matters within the Commission's jurisdiction that affect Fish Pier operations, other than administrative appeals. The Fish Pier Management Committee shall consist of two or more Commission members and, whenever possible, representatives of users of the Fish Pier. The Fish Pier Management Committee shall serve an exclusively advisory role to the Commission.

7. Referral of Proposal Submitted to Other Municipal Agencies. Pursuant to the Maine Revised Statutes Title 38, the Commission shall review and make recommendations, consistent with the adopted harbor management plan, on any proposal affecting the real property on, in, or contiguous to the harbor and submitted to the Planning Board, Zoning Board of Appeals, Code Enforcement Office, Parks and Recreation Department, and City Council. The Harbor Management Commission shall be notified in writing of any such proposal at least twenty (20) days prior to the commencement of the hearing thereon or where no hearing is held, at least twenty (20) days prior to the taking of any final action on the proposal. The respective municipal agency shall send a copy of the application/proposal to the Commission upon request.

The primary reviewing agency authorized to act on the proposal shall consider the recommendations of the Commission. Failure of the Commission to submit a recommendation on or before the date of the hearing or action on such proposal shall be deemed an approval.

8. Severability. If any provision of this Ordinance of the application thereof to any person or circumstance is held to be invalid for any reason, such invalidity shall not affect the other provisions or any other application of this Ordinance are hereby declared to be severable.

9. City Council Retention of Responsibilities, Duties, and Appellate Availability.

a. In creating the Harbor Management Commission, the City Council in no way abdicates those duties specific to the City Council as delineated in the City Charter and Code.

b. All actions taken by the Harbor Management Commission may be appealed to the City Council.

## **PARKS COMMISSION**

### **Sec. 13-103 Parks Commission**

A Parks Commission is hereby established for the purpose of assisting the City with the acquisition, creation, improvement, care, and maintenance of City parks, gardens, forests, and public shade trees. The Parks Commission shall consist of five (5) members to be appointed by the City Council for staggered terms of three (3) years. The Commission shall elect a Chairman, a Secretary, and a Tree Warden from its membership annually, and adopt its own rules of procedure. The Commission may invite other Rockland residents to participate in meetings and to help with the Commission's work who shall not be members and may not vote. The Commission shall advise the City Council in matters of policy and planning for parks, gardens, forests, and public shade trees; advise the City Manager regarding the care, maintenance, and improvements of parks, gardens, forests, and public shade trees; and maintain close cooperation with the Planning Board, the Harbor Management Commission, the Oyster River Bog Association, and the Recreation, Public Works, and Harbor & Waterfront Departments.

## COAST GUARD CITY ADVISORY COMMITTEE

### Sec. 2-705 Coast Guard City Advisory Committee

There shall be a Coast Guard City Advisory Committee comprised of seven (7) members appointed by the Mayor and confirmed by the City Council for three (3) year terms, except that of the seven (7) members first appointed, three (3) members shall be appointed for three (3) year terms, two (2) member shall be appointed for two (2) year terms, and two (2) members shall be appointed for a one (1) year term; thereafter, all appointments shall be for a term of three (3) years. The Mayor, or designee, shall serve as an *ex officio* non-voting member of the Committee. The duties of the Committee shall be to act as a liaison between the City and the United States Coast Guard to advise the City Council on all matters pertaining to the continuing good relations between the City and the Coast Guard, to offer support to Coast Guard personnel and their families serving in the Rockland area, and to advise the City Council on any action necessary to maintain the City's designation as a Coast Guard City. The Committee shall elect a chairperson from its membership annually and shall adopt its own rules of procedure.

## ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

### Sec. 2-403 Economic Development Advisory Committee

1. Committee Established. There is hereby established an Economic Development Advisory Committee, comprised of seven (7) members appointed by the Mayor and confirmed by the City Council for three (3) year terms, except that of the seven (7) members first appointed, two (2) shall be appointed for a term of one (1) year, two (2) for two (2) years, and three (3) for three (3) years. The Committee shall elect one (1) of its members as its chairman and determine its own rules of procedure. In addition to the seven (7) members above, the Economic Development Director, the Community Development Director, and representatives from the Penobscot Bay Regional Chamber of Commerce and Rockland Main Street, Inc. shall serve as *ex officio*, non-voting members of the Committee.

2. Duties. The Economic Development Advisory Committee shall advise the Economic Development Director and the City Council on all matters pertaining to economic development in the City of Rockland. The Committee shall maintain close cooperation with the Planning Board, Comprehensive Planning Commission, the Chamber of Commerce, Rockland Main Street, Inc., and other organizations concerned with or affecting economic development in the area. The Committee shall perform such other functions as may be necessary or requested of it by the Economic Development Director or the City Council, for the purpose of facilitating the area's economic vitality and growth. The Committee shall also serve as the Advisory Committee for Community Development Block Grant (CDBG) initiatives and applications.

## ENERGY ADVISORY COMMITTEE

### Sec. 19-501 Establishment of Committee

An Energy Advisory Committee is hereby established to advise the City Council on matters pertaining to energy sources, energy consumption, energy efficiency, and related environmental issues in the City of Rockland.

### Sec. 19-503 Duties of the Energy Advisory Committee

The Energy Advisory Committee is charged with developing and recommending to the City Council for review and possible implementation a Municipal Energy Policy that would serve as a guide for City government. The goals of this City Energy Policy shall include: (1) identifying cost effective options for reducing energy use within city government; (2) insuring that long term energy use and related energy cost are factored into city policy, planning and purchasing decisions; (3) identifying places within City Government where the use of alternative energy technologies should be explored; and (4) identify places where City actions may directly impact energy use in the community.

The Committee shall follow any energy related policy adopted by the City Council, report back to the Council on those policies' effectiveness and recommend changes where needed. Working from energy use and energy cost data provided to the Committee in August of each year by the Finance Director, the Energy Advisory Committee shall report to the Council in December of each year on City energy use in the prior fiscal year.

In addition, the Committee is charged with identifying and researching potential projects as well as evaluating possible projects suggested by Council, City Staff or members of the community and then making recommendations to Council on ways City government can encourage and support energy efficiency, environmental conservation and sustainable energy development in all segments of the Rockland community. In fulfilling this task, the Committee's responsibilities may include, but are not limited to, providing community education on any successful energy initiatives within City government that could also benefit the business community if replicated there. Likewise, the committee shall work with City staff to ensure educational materials on any energy conservation opportunities for residential or business properties through programs like the Efficiency Maine Trust are readily available to members of the community who might benefit.

The Energy Committee shall also serve as the advisory committee for any energy, or energy-related environmental grants the City may apply for and/or receive.

## **LIBRARY ADVISORY COMMITTEE**

### **Sec. 2-1003 Library Advisory Committee**

There shall be a Rockland Public Library Advisory Committee appointed by the Mayor and confirmed by the City Council consisting of five (5) members. The term of office shall be three (3) years, except that at time of original appointment of the Committee, two (2) members shall be appointed for two (2) year term, two (2) members for one (1 ) year term and one (1) for one (1) year; thereafter, all appointments shall be for a term of three (3) years. The Library Director shall serve as an ex-officio non-voting member of the Committee. The duties of the Advisory Committee shall be to:

1. Library Policy. Advise the City Council on all matters of library policy.
2. Citizen Participation. Co-operate with the Library Director in a program to the end that our citizens may participate more fully in the benefits offered by the Library;
3. Adult Education. Co-operate with the Library Director in a program of adult education centering around the Library;
4. Donations. Co-operate with the Library Director to obtain maximum possible public assistance to the end that money and books may be donated to the Library by citizens.

## **PARKING ADVISORY COMMITTEE**

### **Sec. 17-423 Parking Advisory Committee**

There shall be a Parking Advisory Committee comprised of five (5) members appointed by the Mayor and confirmed by the City Council for three (3) year terms, except that of the five (5) members first appointed, two (2) members shall be appointed for three (3) years, two members shall be appointed for

two (2) years and one (1) member shall be appointed for one (1) year. The duties of the Committee shall include, but not be limited to, inventory of all public parking; perform parking needs assessments; create plans to meet parking needs; advise the City Council on parking matters; and such other duties as may be required by the City Council. In addition to the five (5) members above, the City Engineer and Police Chief (or designee), shall be ex-officio non-voting members of the Committee.

### **RECREATION ADVISORY COMMITTEE**

#### **Sec. 2-1602 Recreation Advisory Committee**

There is hereby established a Recreation Advisory Committee, consisting of seven (7) members, to be appointed by the Mayor and confirmed by the City Council for three (3) year terms, except that of the seven (7) members first appointed, three (3) shall be appointed for a term of one (1) year, two (2) appointed for a term of two (2) years and two (2) for one (1) year. Such Committee shall organize by selecting its own Chairman and shall include planning of a City-wide recreation program, and otherwise advising and cooperating with the Recreation Director to the end that a recreation program may be initiated and maintained. The Recreation Director shall serve as an ex-officio non-voting member of the Committee.