

By-laws of the
Road Advisory Committee
Town of Chelsea

November 14, 2012

Purpose

The Road Advisory Committee of the Town of Chelsea (hereinafter "Committee") is established for the purpose of advising the Road Commissioner on road related issues, of assisting in developing a long range road improvement plan, to determine the physical condition of road surfaces and drainage, to review the budget proposals of the various road improvements of the town and to make recommendations to the annual Town Meeting and Special Town Meetings regarding all warrant articles which have an impact on the roads.

Organization and Membership

The Board of Selectmen of the Town shall annually, in the month of September, appoint members from the list of registered voters, residents who have expressed an interest and who are not currently employed by the Town to serve on the Committee. A maximum of two members of the Committee may be actively engaged in the business of road construction.

When the Committee is first established, the Board of Selectmen shall appoint five residents to serve on the Committee.

Those appointed shall, by lot, determine one member who will serve one year, two members who will serve two years, and two members who will serve three years.

After the first appointments, the Board of Selectmen shall appoint members to the Committee for three year terms.

Members of the Committee may resign their position in writing to the Board of Selectmen who will then fill the opening for the remainder of the term. Any Committee member who fails to attend two consecutive meetings without being excused by the Chairman of the committee shall be removed from the committee and the Selectmen shall appoint a replacement to complete the un-expired term.

At the first meeting annually, the Committee shall select from its membership a chairperson, a vice-chairperson, and a secretary who will be responsible for keeping meeting minutes.

The chairperson shall preside at all meetings of the committee. In the absence of the chairperson, the vice chairperson shall run the meeting.

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The secretary shall keep an accurate record of the decisions and actions taken by the Committee and make the minutes available to the town by posting them at the town office

All meetings of the Committee shall be open to the public in accordance with the State of Maine Freedom of Access Law. Meetings shall be publicly noticed by the Town Clerk at the direction of the Committee Chair.

Three members of the committee shall constitute a quorum for the conducting of business. In the absence of a quorum, an informational meeting may be held but no action may be taken.

Conflict of Interest

No member of the Committee may participate in any decision or recommendation that could result in or advance any future pecuniary or other interest of such member or any relative or business associate of such member. No member, business associate or relative of a member of the Committee may participate in bids, contracts or other employment for road maintenance in the Town while said member serves on the Committee. Violation of this policy will result in forfeiture of a member's term on the Committee and removal by the Board of Selectmen.

Responsibility

The Committee shall hold meetings as necessary to discuss with the Road Commissioner the proposed annual road budget.

The Committee shall, by majority vote of the committee members present and voting, make recommendations regarding each warrant article having a financial impact whether at the Annual Town Meeting or a Special Town Meeting.

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The Committee shall review the long range road improvement plan for the Town and its annual fiscal impact.

The Committee shall meet as necessary to review the ongoing status as it relates to road improvements and maintenance.

The Committee shall annually review the report of the Road Commissioner and make recommendations for meeting the needs identified.

Approved this 14th day of November, 2012 by:

Benjamin Smith

Linda Leotsakos

Michael Pushard

Chelsea Board of Selectmen