

Blue Hill Select Board

Operating Policies

Purpose. The purpose of this set of policies is to establish how the Blue Hill's Select Board members are expected to function individually and as a five-member Board in carrying out the Select Board's responsibilities in an effective, efficient, and legal manner. It is intended to create a common understanding among Select Board members and help guide the Board's performance.

1. Legal issues.

The Board shall strictly adhere to federal and state laws and municipal ordinances.

If specific legal questions arise about an issue, the Board will consult with the Town's attorney through the Board chair or a Board member designated by the Board to do so.

If general legal issues about municipal governance arise, a designated Board member, shall consult with the legal department of the Maine Municipal Association.

2. Member training.

All members shall attend, in person, virtually, or through a recorded session, the municipal officer training program offered by MMA.

All members shall attend, in person, virtually or through a recorded session, a Freedom of Access Act (FOAA) training.

All members shall have a copy of and be familiar with the MMA Municipal Officers Manual.

All members shall take such other training as the Board feels is useful for the successful performance of its duties.

3. Select Board meetings.

Meetings of the Select Board at which deliberations occur and decisions made on Town matters require a quorum of three members of the five member Select Board.

Any meeting of three or more members of the Board, whether in person or virtually, must fully comply with the state FOAA. Such a meeting constitutes a "public meeting", requiring prior public notice per the FOAA.

All members are expected to attend each public meeting of the Board. If a member cannot attend a meeting because of sickness, family matters or other reasons, that member shall notify the chair as early as possible prior to the meeting.

Two members may consult, jointly research issues or otherwise work together on Town matters but have no authority to make no decisions that bind the Board or the Town.

4. Board Chair and vice-chair

Each year following the annual Town Meeting, the Board shall elect a member to serve as Chair, and if it chooses to do so, another member as vice-chair, each of whom shall serve until a new election is held following the next Town Meeting, unless otherwise agreed.

The Chair shall develop meeting agendas with input from other Board members and town staff and shall moderate all Board meetings. The Chair shall serve as the Town Administrator's

supervisor on behalf of the Board. The Chair or the chair's designee shall participate in the performance reviews of town employees that are led by the Town Administrator.

The Vice-Chair, if the Board chooses to elect one, shall perform the functions of the chair in the Chair's absence or at the Chair's request. Alternatively, if a Vice-Chair is not elected, the Board may select one of its members to serve as 'Chair pro tem' in the Chair's absence or at the Chair's request.

5. Member portfolios

Each Board member shall take primary responsibility for being closely informed about one or more subject areas of Town business (the member's portfolio) and shall share information and offer recommendations as appropriate with the full Board. Two Board members may share primary responsibility for a subject area. The allocation of subject areas shall occur by agreement of the Board at a meeting of the Board following the annual Town Meeting.

The list of subject areas shall be developed by the Board and may include but are not limited to the following:

Roads (incl: salt and sand purchases, salt sand shed, plowing contracts, signage)

Solid Waste

Septic and Wastewater Treatment

Personnel

Finances (taxes, budget, grants, TANs, audits)

Facilities (incl: town hall, other buildings, streetlights)

Parks, Recreation, & Cemeteries

Marine Resources

Planning (incl: code enforcement, planning board, comprehensive plan, sea level rise planning)

Public safety (incl: fire dept, law enforcement, animal control)

Education (education budget; link with school committee, superintendent, GSA)

In addition, the Board shall select three members to serve as the Town's representatives on the joint Blue Hill/Surry Solid Waste Committee that manages the Blue Hill/Surry transfer station.

6. Select Member of the Week.

During periods of time in which there is no Town Administrator available, the Select Board shall designate a "Select Board Member of the Week" (SBMOW) to interact with staff and residents as necessary. This responsibility shall be divided as evenly as possible among the Board members. The SBMOW shall report on her/his activities at the next Select Board meeting. If an issue arises about which the SBMOW is in doubt as to the proper course of action, the SBMOW shall consult with the Board Chair before taking action.

Adopted May2,2022 by the Select Board on a 5-0 vote.