

**Town of Brunswick Maine,
Town Commons Committee**

Purposes. The Town Commons Committee is established as a Council-appointed committee. The Committee shall advocate for and steward our beloved Town Commons by advising and assisting the Town Council in restoring, preserving, expanding, and planning for the Town Commons. The goal of the Committee is to foster deeper connections to the Commons and in turn inspire deeper connections to the Town of Brunswick and our natural world.

Committee Members. There shall be up to eleven (11) members appointed by the Brunswick Town Council. Nine (9) of the membership seats are open to any Brunswick citizen interested in environmental stewardship or historic preservation (Community Members). Two (2) of the membership seats are reserved for local students (Student Members): one (1) seat for a high school student who lives in Brunswick and one (1) for a Bowdoin College student who may or may not be a resident of Brunswick.

Member Terms. Community Members shall serve three (3) year staggered terms to run from March 1st to March 1st. There is no limit on the number of terms a member may serve. Student Members shall serve one (1) year terms to run from September 1st to August 31st. There is no limit on the number of terms a member may serve provided they meet membership requirements.

Current members may be appointed to serve one of the terms outlined above, and subsequently one of the full three-year terms.

Vacancies shall be filled by the Town Council as necessary.

The Town Council may choose to appoint a Council member as a liaison to the Committee.

Committee Officers. The Committee annually shall elect a Committee Chair and Vice Chair from its membership.

Sub-Committees/Community Support. The Committee may establish sub-committees, as approved by the Town Council. Sub-committees are subject to the same public meeting notice requirements as the full Committee. The Committee may also work with community groups in support of activities related to the Commons. Those community groups would be for ad hoc specific tasks and not related to the establishment of the Committee's policies. The Committee may solicit local businesses to help support the Commons through financial contributions. Before doing any outreach to local businesses, the Committee shall reach out to the Town Manager and the Town's Finance Department for approval. Any financial engagements entered into shall be approved, in advance, by both the Town Council and the Town's Finance Department.

Meetings. Meetings will be noticed and conducted in accordance with Maine laws and the Town's policies and procedures.

- The Committee shall meet as needed, but at least annually. Meetings shall be called by the Chair or, in the Chair's absence, by any three Committee members.
- A majority of current members constitutes a quorum for the transaction of business at any meeting.
- Public notice, consistent with Maine law and policies and procedures established by the Town shall be provided to all Committee meetings. Meetings will be held at Town Hall, or at another public location. The Committee shall work with assigned Town staff to meet the public notice

and location requirements.

- An agenda shall be prepared and posted in advance of any Committee meeting.
- Meeting minutes shall be prepared by the assigned Town staff or by a Committee member, shall be approved by the Committee at a subsequent meeting, and shall be filed with the Town Clerk.

Responsibilities. The primary responsibilities of the Town Commons Committee include, but are not limited to:

- General implementation of the Sewall Plan management plan (adopted 1967)
- Recommending to the Town Council updates to the management plan
- Facilitating a formal management plan review every 10 years
- Advising the Town Council when events occur that may affect the Commons
- With the assistance of Town staff, coordinating volunteer cleanup and maintenance sessions at the Commons as needed
- Coordinating stewardship of the Town Commons with the Greater Commons and other adjoining or proximate conserved land

Administration. The Brunswick Department of Parks and Recreation shall provide administrative support to the Committee, including posting meeting notices, assisting in the preparation of agendas and minutes, and maintaining Committee records.

Town Commons Maintenance. As directed by the Town Manager, the Department of Parks and Recreation shall have primary responsibility for the maintenance of the Town Commons.

Proposed to Town Council: February 21, 2023

Approved by Town Council: February 21, 2023