

**Town of Brunswick Maine,
Growstow School Committee**

Purposes. The Growstow School Committee is established as a Council-appointed committee. The Committee shall advise and assist the Town Council in preserving the Growstow School, Brunswick's only remaining one-room schoolhouse, an historic example of a 19th century and early 20th century educational facility. The Committee shall also promote the history of the school and assist in the development and delivery of educational and cultural activities occurring at the school.

Committee Members. There shall be five (5) members appointed by the Brunswick Town Council. Membership is open to any citizen interested in historic preservation generally, and the preservation of the Growstow School. Preference in appointments may be given to citizens residing in the Growstow area of Brunswick, members of the American Association of University Women (AAUW), and members of the Pejepscot History Center.

Member Terms. Member shall serve three-year staggered terms to run from March 1st to March 1st. There is no limit on the number of terms a member may serve.

In order to effect a transition to staggered terms, the initial appointments in 2022 shall be:

- One (1) member appointed for one year, ending March 1, 2023
- Two (2) members appointed for two years, ending March 1, 2024
- Two (2) members appointed for three years, ending March 1, 2025

Current members of the Committee may continue to serve through the transition date of March 1, 2022, at which time their terms shall end. Current members may be reappointed 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.

Committee Officers. Annually, the Committee shall elect its officers from its membership. The officers are:

- *Chair.* The Chair shall preside at all meetings.
- *Vice Chair.* In the absence of the Chair may preside at the meeting.
- *Treasurer.* The Treasurer shall keep accurate records and forward any fees for the use of the school building to the Town Treasurer.

Responsibilities. The Committee has the following responsibilities.

- To provide a living history center for contemporary students to experience a day at school typical of the era in which the Growstow School was in operation.
- To provide a meeting place for small community or neighborhood groups, or organizations, in keeping with the educational use concept of the building.
- To encourage the continuation of the study and preservation of our Brunswick heritage.
- Set fees for the use of the school building, subject to Town Council approval.
- Recommend policy decisions subject to approval of the Brunswick Town Council.

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.
- Three Committee members constitute 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 for all Committee meetings. Meetings will be held at Town Hall, the School, or at another public location.
- An agenda shall be prepared and posted in advance of any Committee meeting.
- Meeting minutes shall be prepared by the assigned Town staff, approved by the Committee at a subsequent meeting, and filed with the Town Clerk.

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

Building Maintenance. The Department of Parks and Recreation shall provide for the maintenance of the school and related buildings.

Proposed to Town Council: December 6, 2021

Adopted by Town Council: December 6, 2021