

**Town of Cape Elizabeth
Boards & Commissions
Descriptions
Updated ~~December 2015~~ January 2016**

Board of Assessment Review

- Three member board
- Quasi-judicial
- Staggered three-year terms
- Meets in the event a decision of the Town Assessor is appealed.

Responsibilities include the hearing of appeals of decisions of the Town Assessor- and decisions of the Town Council relating to applications for abatement of local property taxes. The Board follows state statutes in making decisions. Interpretation of these statutes required.

Personnel Appeals Board

- Three member board
- Quasi-judicial
- Staggered three-year terms
- Meets in the event an employee files an appeal of a disciplinary action.

Planning Board

- Seven member board
- Quasi-judicial
- Staggered three-year terms
- Board meets at 7:00 pm on the third Tuesday of every month
- Board meets in the Town Council Chamber, Town Hall
- Board workshop meets at 7:00 pm on the first Tuesday of every month
- Board workshop meets in the William H. Jordan Conference Room, Town Hall
- Site walks for proposed developments are scheduled as needed on Saturday mornings or weekday evenings in the summer.

Responsibilities include review of proposed development, such as residential subdivision, commercial structures, changes of use, and wetland alterations, in accordance with local regulations. Also provides comments on proposed zoning and subdivision ordinance amendments.

Zoning Board

- Seven member board
- Quasi-judicial
- Staggered three-year terms
- Board meets at 7:00 pm on the fourth Tuesday of every month
- Board meets in the Town Council Chamber, Town Hall
- Board workshop and site walks are scheduled as needed

Responsibilities include appeal of decisions of the code enforcement officer/building inspector, granting variances to the Zoning Ordinance, approving conditional use permits and multi-unit conversions. Board follows Zoning Ordinance and other state and local statutes in making decisions. Interpretation of these ordinances and statutes required.

Conservation Commission

- Seven member board
- Staggered three-year terms
- Commission meets at 7:00 pm on the second Tuesday of every month, plus occasional meetings as needed
- Commission meets in the ACP Conference Room, Town Hall
- Trail walks are scheduled monthly, with additional site visits as needed

Responsibilities include planning, construction and maintenance of trails, hosting Trails Day, and advising the Planning Board and the Town Council on conservation issues.

Fort Williams Advisory Commission

- Seven member board
- Staggered three-year terms
- Commission meets at 7:00 pm on the third Thursday of each month, ~~except July and/or August~~
- Commission meets at the Public Works Facility on Cooper Drive

Responsibilities include long range planning for the park, prioritization of capital needs in the park and serving as a liaison with the Fort Williams Park Foundation, review of use requests, ~~the annual budget document~~, and advises the Town Council on Fort Williams Park policy issues.

Recycling Committee

- Seven member board
- Staggered three-year terms
- Committee meets at 7:00 pm on the 1st Thursday of each month.
- Committee meets at the Public Works Facility on Cooper Drive

~~Reviews and recommends policy and operations-related changes to the recycling efforts at the town's Recycling Center.~~ Promotes and educates the public in recycling efforts. Evaluates the town's recycling program and recommends changes.

Riverside Memorial Cemetery Trustees

- Three member board
- Staggered three-year terms
- Trustees meet on an as-needed basis. Late afternoon meetings are preferred.
- Trustees meet at Town Hall

The Board of Trustees advises the town council on policies, rules and operations of the cemetery. The Trustees consider and propose long-range planning of cemetery expansion. Sale of lots to non-residents, buy-backs of lots and appeals of rules and regulations are considered by the Trustees.

Board of Trustees of the Thomas Memorial Library

- Seven member board
- Staggered three-year terms
- Trustees meet at 6:30 pm on the third Thursday of each month, except August
- Trustees meet at the Thomas Memorial Library

The Trustees advise the Director of the Thomas Memorial Library of library needs and on the quality and scope of the services provided by the Thomas Memorial Library. They advocate for adequate support and assist in the formulation of policy. They serve as a liaison to the Thomas Memorial Library Foundation.

