

Board and Committee Ordinance Chart

Committee Name	Purpose	Duties
Board of Assessment Review	The purpose of the Board of Assessment Review shall be to comply with the statutes of the State of Maine in the establishment of assessments for the purpose of taxation.	Review, on complaint of property owner, and revise assessments for the purpose of taxation of real and personal property within the town limits made by the town assessor; administer oaths; take testimony; hold hearings; adopt regulations regarding the procedure of assessment review non inconsistent with statutory provisions; hear an appeal of a decision of the Town Council relating to applications for abatement of local property taxes.
Community Services Committee	The purpose of the Community Services Committee is to advocate for versatile community programs offering educational, cultural, recreational and social enrichment opportunities.	Perform regular outreach efforts to assess satisfaction with current programming and identify unmet needs; Advise the Community Services Director on issues of interest that relate to the programming offered by the Community Services Department. Advise the Community Services Director on issues of interest that relate to the programming offered by the Community Services Department.
Conservation Committee	The purpose of the Conservation Committee is to act in the role of conservation commission as described in the statutes of the State of Maine, to be the steward of the Cape Elizabeth Greenbelt, and to advise on wetland and natural resource issues.	Act as Steward of Town open space as described in the Conservation Ordinance, Chapter 18, Article V, Open Space Management; Advise the Planning Board in the review of open space set aside as part of Subdivision Review, Subdivision Ordinance, Chapter 16, and in the review of Resource Protection Permits, Zoning Ordinance, Chapter 19; Administer the Open Space Evaluation and Preservation Program, Chapter 18; Prepare the Greenbelt Plan for Town Council consideration
Firing Range Committee	The purpose of the Firing Range Committee is to make recommendations to the Town Council regarding licensing of shooting ranges as conferred in the Shooting Range Ordinance, Chapter 24.	Review license applications and inspect firing ranges in accordance with the Shooting Range Ordinance, Chapter 24; Recommend rules and regulations for shooting ranges, for Town Council consideration.
Fort Williams Park Committee	The purpose of the Fort Williams Park Committee is to advise the Town Council on policies for Fort Williams Park.	Recommend policies regarding use of the park; Prepare or update a master plan or special reports for park improvements; Review any special event proposed for Fort Williams Park in accordance with the current Group Use Policy.
Personnel Appeals Board	The purpose of the Personnel Appeals Board shall be to consider appeals as provided for in the Personnel Code, Chapter 3, and any collective bargaining agreement that may confer such jurisdiction.	Hold hearings as provided for in the Personnel Code, Chapter 3; Hold hearings as provided for in collective bargaining agreements when jurisdiction has been conferred.
Planning Board	The purpose of the Planning Board is to advocate that development of private and public property be done in an orderly manner that protects the public health, safety and welfare.	Exercise and perform such rights, powers, and duties as are conferred or imposed under the provisions of the statutes, local ordinances, and regulations thereunder, and as the same may from time to time hereafter be amended; Advise the Town Council in the amendment of the Zoning and Subdivision Ordinances, and other ordinances upon request; Advise the Town Council, upon request, on short and long-term planning policies; Advise the Town Planner on planning procedures and public participation efforts.
Recycling Committee	The purpose of the Recycling Committee is to promote recycling of solid waste in the community, provide environmental stewardship and protect the environment.	Recommend policies that increase reuse and recycling in the community and promote environmental stewardship; Review and recommend recycling policies; Conduct public education and promotional efforts to increase recycling; Monitor recycling rates, trends and changes in the solid waste industry.

Riverside Cemetery Committee	The Riverside Cemetery Committee shall advise the Town Council on policies and operations of Riverside Memorial Park	Administer management policies that preserve the park as a respectful place for burial of town residents; Monitor and manage capacity needs of the cemetery; Prepare and update the master plan.
Thomas Memorial Library Committee	The purpose of the Thomas Memorial Library Committee is to advocate for a library which provides a wide range of services and enrichment opportunities for the community	Advise the Library Director on matters of the library, such as the collection, services, programs, facilities, and policies; Work cooperatively with groups that seek to assist the library. Committee members may, upon request, serve on independent boards whose purpose is to support the library
Board of Zoning Appeals	The purpose of the Board of Zoning Appeals is to provide property owners an opportunity to seek relief from the provisions of the Zoning Ordinance, as required by Maine statute, or the decision of the Code Enforcement Officer.	Exercise and perform such rights, powers, and duties as are conferred or imposed under the provisions of the statutes and the Zoning Ordinance, Chapter 19, and as the same may from time to time hereafter be amended; Consider appeals, applications for special permits, and interpretations of the Sewer Ordinance, Chapter 15 and the Stormwater Ordinance, Chapter 25.

Advise the Community Services Director on issues of interest that relate to the programming offered by the Community Services Department.

