Memorandum

**Proposed Action for August 8, 2016 Town Council Meeting**

To: Cape Elizabeth Town Council

From: Michael K. McGovern, Town Manager

Re: Town Committees

Date: July 15, 2016

On August 12th the new Chapter 4 Board and Committees Ordinance and changes to the Conservation Ordinance and Shooting Range Ordinance take effect which alters the names of various town committees. In order to ensure that there is no confusion regarding prior appointments and other administrative matters, the following action by the town council is recommended:

1. All persons holding membership on the following committees shall maintain their current appointment status including expiration of terms of office on the successor committee. All term limits provided for membership and officers shall include time on both the original committee and the successor committee regardless of the change in name of the committee. Officers of committees shall continue in place in the same manner.
2. The members and officers of Board of Trustees of the Thomas Memorial Library as constituted on August 8, 2016 shall continue in office as the Thomas Memorial Library Committee.
3. The members and officers of the Board of Trustees of Riverside Memorial Cemetery as constituted on August 8, 2016 shall continue in office as the Riverside Cemetery Committee.
4. The members and officers of the Conservation Commission as constituted on August 8, 2016 shall continue in office as the Conservation Committee.
5. The members and officers of the Community Services Advisory as constituted on August 8, 2016 shall continue in office as the Community Services Committee.
6. The members and officers of the Fort Williams Advisory Commission as constituted on August 8, 2016 shall continue in office as Fort Williams Committee.
7. The members and officers of the Zoning Board of Appeals as constituted on August 8, 2016 shall continue in office as the Board of Zoning Appeals.
8. All other committees and boards not named above but listed in Sec. 4-1-6 of the Boards and Committees Ordinance to be effective on August 12, 2016 shall continue as constituted on August 8, 2016.
9. All by-laws and policies previously approved by the town council for boards, commissions and committees that have successor or continuing unchanged identical names for such boards and committees as identified in paragraph 1 a. thru f. shall remain in place for the successor or continuing board or committee and said by-laws are considered approved in conformance with Sec. 4-1-6 B.1. with references to any retired name in all by-laws, policies, hereby approved for substitution with the new name.
10. As the various committees described above are each the continuation of the identified previously named board, committee or commission with new names, the tangible or intangible personal property including all accounts, all legal agreements, contracts, records and other property of the prior board, committee or commission shall constitute the legal agreement, contract, tangible or intangible personal property including all accounts, records or other property of the re-named committee.