

HALEY POND DAM AD HOC COMMITTEE BY-LAWS

Section 1: Establishment & MISSION

The Town of Rangeley hereby establishes The Haley Pond Dam Ad Hoc Committee. The goal of the Committee is to review water levels and dam monitoring in addition to determining ownership of the dam and making recommendations to the Town Manager and Board of Selectmen regarding the status of operational responsibility of the dam.

Section 2: Appointment

- A. Members of the Committee shall be appointed by the municipal officers and be sworn by the municipal clerk or other person authorized to administer oaths.
- B. The committee shall consist of five (5) members; five (5) citizens / taxpayers. One (1) Wastewater Treatment Facility representative will serve as a liaison.
- C. The purpose of the committee is a temporary assignment, which lasts no more than one full year, unless extended by the Board of Selectmen.
- D. When there is a permanent vacancy, the municipal officers shall appoint a person to serve for the unexpired term. A vacancy shall occur upon the resignation or death of any member, or when a member fails to attend four (4) consecutive regular meetings without a reasonable excuse. The municipal officers may remove members of the committee by majority vote, for cause, after notice and hearing.

Section 3: Organization, Rules and Procedures

- A. Robert's Rules of order shall be adopted and adhered to.
- B. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members, except the member who is being challenged.
- C. The Chairman shall call at the minimum, one regular meeting each month, provided there is business to conduct.
- D. A quorum is required to conduct any business of the committee. A quorum is defined as a majority of those members appointed.
- E. The Chairman may call a Special Meeting in accordance with the Town's Public Notice Policy.
- F. Notice of all public hearings shall be published in a newspaper of general circulation. The date of publication shall be at least seven (7) days before such hearing and the notice shall be posted in at least three (3) prominent places and when available, posted electronically on the Towns' webpage at least seven (7) days before such hearing. The notice shall set forth the nature of the hearing, the

time, date and place of the hearing.

- G. All meetings of the committee shall be open to the public. No votes may be taken by the committee, except in a public meeting.

Section 4: Officers, Duties and Powers

I. Officers

- A. The Committee shall select a Chairperson who shall serve for the one-year term from May 1 to June 30. The Chairperson shall develop the agenda, shall provide for distribution of all materials to other members of the committee and Town Office prior to the meeting and be responsible for the proper conduct of the meetings.
- B. The Committee shall select a Vice-Chairperson who shall serve for the one-year term from May 1 to June 30. The Vice-Chairperson shall assume all the same responsibilities as the Chairperson when the Chairperson is unable.
- C. The Committee shall select a Secretary who shall serve for the one-year term from May 1 to June 30. The Secretary shall ensure that a record of all pertinent discussions and votes of the committee are properly recorded in the form of minutes and provided to the Town Office.

II. Duties and Powers

- A. The Committee is tasked with the following duties and powers:
 - a. Advise the Town Officers of actions and strategies to stabilize the water level in Haley Pond by usage of the dam.
 - b. Research the appropriateness of Haley Pond being a State body of water having Town employees manage the dam.
 - c. Review current policies and make recommendations related to the operation of the dam as necessary.
 - d. Provide monthly written updates to the Town Manager the Wednesday prior to the second Selectboard meeting. This update will be included in Board packets.
 - e. Communicate with appropriate State agencies.
- B. The Committee may adopt rules and procedures in addition to Section 3 for transaction of business and the secretary shall keep a record of its resolutions, transactions, correspondence, findings, and determinations.
- C. The Committee shall file all rules and procedures and subsequent revisions with the municipal clerk. Copies shall be provided to the municipal officers for their information.
- D. The Committee may obtain goods and services necessary to its proper function within the limits of appropriations made for their purpose.
- E. Write and submit an annual report of activities for the fiscal year.
- F. Conduct a joint meeting with the Rangeley Selectmen no less than annually.

Section 5: Jurisdiction

The Committee is advisory only and is not empowered to make any binding decisions. The Committee is expected to review and make recommendations to the Town Manager and Board of Selectmen for improving the function of Haley Pond dam.

Section 6: Severability Clause

Should any section or provision of this Mission and By-Laws document be declared by the courts to be invalid, such decision shall not invalidate any other section or provision of this document.

Section 8: Effective Date

This governance document shall take effect immediately upon its approval at the Board of Selectmen's Meeting on April 22, 2025. Any amendment shall take effect immediately upon approval of the Selectmen.


James Jannace, Chairman
Ethan Shaffer, Vice-Chairman
Samantha White
Jacob Beaulieu
Keith Savage