

COMPREHENSIVE PLAN IMPLEMENTATION COMMITTEE BY-LAWS

Section 1: Establishment & MISSION

The Town of Rangeley hereby establishes The Comprehensive Plan Implementation Committee (CPIC). The goal of the CPIC is to review the existing Comprehensive Plan with the intent to incorporate action items in the form of ordinance and policy recommendations to the Town Manager and Board of Selectmen regarding the implementation of the updated Comp Plan within eighteen (18) months of establishing the committee.

Section 2: Appointment

- A. Members of the CPIC shall be appointed by the municipal officers and be sworn by the municipal clerk or other person authorized to administer oaths.
- B. The CPIC shall consist of seven (7) members; the CEO (or Deputy CEO), one (1) Planning Board member, one (1) Ordinance Committee member, three (3) citizens / taxpayers, and one (1) Selectman.
- C. Each member shall serve a term of two (2) years with the intent of creating staggered terms.
- 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 two (2) consecutive regular meetings without a reasonable excuse. The municipal officers may remove members of the CPIC 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 CPIC. A quorum is defined as a majority of those members appointed to the CPIC.
- E. The Chairman may call a Special Meeting providing a three (3) day public notice is given.
- F. Notice of all public hearings shall be posted in at least three (3) prominent places and when available, posted electronically on the Towns' Web Page at least three

(3) days before such hearing. The notice shall set forth the nature of the hearing, the time, date and location of the hearing.

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

Section 4: Officers, Duties and Powers

I. Officers

- A. The CPIC shall annually select a Chairperson who shall serve for a one-year term from July 1 to June 30. The Chairperson shall develop the agenda, shall provide for distribution of all materials to other members of the CPIC prior to the meeting and be responsible for the proper conduct of the meetings. The Chairman will be responsible for getting meeting agendas to the Assistant Town Manager for posting on the website.
- B. The CPIC shall annually select a Vice-Chairperson who shall serve for a one-year term from July 1 to June 30. The Vice-Chairperson shall assume all the same responsibilities as the Chairperson when the Chairperson is unable.
- C. The CPIC shall annually select a Secretary who shall serve for a one-year term from July 1 to June 30. The Secretary shall ensure that a record of all pertinent discussions and votes of the CPIC are properly recorded in the form of minutes. The Secretary will be responsible for getting approved minutes to the Assistant Town Manager for posting on the website.

II. Duties and Powers

- A. The CPIC is tasked with the following duties and powers:
 - a. Advise the Select Board of actions and strategies to create ordinance / policy with the intent of implementing the 2025 Comprehensive Plan.
 - b. Review the Comprehensive Plan and strategize the declared priorities of the Town for implementation.
 - c. Review current ordinances and recommend updates accordingly.
 - 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.
- B. The CPIC 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 CPIC 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 CPIC 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 CPIC is advisory only and is not empowered to make any binding decisions. The CPIC is expected to review and make recommendations to the Town Manager and Board of Selectmen for implementing the Comprehensive Plan.

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 November 3, 2025. Any amendment shall take effect immediately upon approval of the Selectmen.



Ethan Shaffer, Chairman



James Jannace, Vice-Chairman



Samantha White



Jacob Beaulieu

Keith Savage

Amended: