

**ORDINANCE REVIEW COMMITTEE  
STRUCTURE & DUTIES**

- A: A standing committee to be on call as needed by the Planning Board or Selectmen.
- B: To consist of five to seven members.
- C: Committee membership will be made up as follows:  
1 or 2 members from the Planning Board,  
1 Selectman,  
2 to 4 members from the general public.
- D: Terms of membership to be five years. On start up of the committee terms would be staggered: 1 member for 1 year, 1 member for 2 years, 1 or 2 members for 3 years, 1 or 2 members for 4 years, and 1 member for 5 years. When a member's term ends he/she can request in writing to remain on the committee, letter addressed to Chairman of the Selectmen. Committee members shall serve without compensation but may receive necessary and actual expenses incurred in the performance of their duties within the limits of an appropriation made for that purpose.
- E: Officers Chairman and Vice Chairman and Secretary would be elected April 1<sup>st</sup>.
- F: Ex-officio members consist of the Code Enforcement Officer, the Highway Superintendent, and the Selectmen's Assistant. These individuals would be called upon when special information or data is needed.
- G: An AVCOG representative would be called upon when specific legal direction is needed.
- H: Duties of the Committee
1. at the request of the Planning Board, to write or update an ordinance
  2. at the request of the Selectmen, to write or update an ordinance
  3. at the request of the above boards, to meet and accomplish specific tasks.
- I: Goal of the Committee will be to complete assignments to be ready for proposal at the next annual or special Town Meeting. Committee will continue on a stand-by status until the next assignment.
- J: Committee Reports
1. when in session, progress reports will be given to Planning Board and Selectmen
  2. an annual report of the year's accomplishments will be submitted for the Annual Town Report of Otisfield.
- K: Progress of completed assignments from the Planning Board:

1. committee presents completed material to PB
2. upon acceptance of material a public hearing will be called by the PB
3. finished product is then passed to the Selectmen
4. final vote at town meeting or special town meeting.

L: Progress of completed assignments from the Selectmen

1. committee presents completed product to Selectmen
2. upon acceptance of the work a public hearing will be called by the Selectmen
3. item placed on warrant for town meeting or special town meeting.