



TOWN OF READFIELD

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To: Readfield Select Board
From: Eric Dyer, Town Manager
Date: August 8, 2016
Subject: Readfield Heritage Days Committee - Second Reading

Below is a proposed structure for the re-formation of the Heritage Days Committee.

Purpose and Authority

The purpose of the Readfield Heritage Days Committee is to manage the planning and implementation of the Heritage Days celebration that has recently taken place the second weekend in August on odd years. The Committee is formed pursuant to a vote of the Select Board. The Committee is advisory to the Select Board.

Organization and Administration

1. Committee Term - The committee shall be in effect indefinitely until disbanded by the Select Board.
2. Membership - The Committee shall consist of seven members who shall serve without compensation and shall be appointed by the municipal officers. In the interest of forming a diverse and experienced membership, the committee may have but is not required to have the following representation:
 - a. One member of the Readfield Historical Society
 - b. One representative from the RSU
 - c. One representative of a local non-profit or charitable group
 - d. One event planner or catering/concessions professional
 - e. Three at large Readfield Residents
3. Appointment - The Committee shall be appointed by the Board of Selectmen in consideration of the Procedures for Application and Appointment. Appointments may be terminated without cause by a majority vote of the Board of Selectmen.
4. Member Term - Members shall serve for two years, beginning September 1 of the year preceding the Heritage Days Celebration and ending August 31 of the year of the Heritage Days celebration. Terms shall not be staggered.
5. Chairperson - The Committee shall elect a Chairperson from among its members. The Chairperson shall call meetings as necessary or when so requested by a majority vote of the Select Board. The Chairman shall preside at all meetings.
6. Vice Chairperson - The Committee shall elect a Vice Chairperson from among its members to serve in the absence of the Chairperson.
7. Secretary - The Committee shall elect a Secretary from among its members. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee and regularly submit the records to the Town Clerk.

8. Notice - All meetings shall be held in a public place and scheduled through the Town Manager or Clerk who shall provide reasonable notice to the public.
9. Quorum - A quorum necessary to conduct business shall consist of at least a majority of voting members.
10. Committee Support - The municipal officers and town staff shall cooperate with and provide the Committee with such information as may be reasonably necessary and available to enable it to carry out its duties. The town staff shall also provide assistance updating electronic records as necessary.
11. Public Meetings and Records - All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. Sections 401-410 and the Town of Readfield FOAA Policy.

Tasks

The Committee shall, in no particular order:

1. Review past Heritage Days celebrations, including locations, events, budgets, participants, attendance, and highlights among other areas.
2. Hold public meetings and pursue other outreach methods to solicit input from the community on Heritage Days events and format.
3. Involve relevant committees, organizations, institutions, and interested parties in the planning and implementation of Heritage Days.
4. Develop detailed plans and budget numbers for the upcoming Heritage Days celebration and submit them to the Select Board for approval no less than three months prior to the event.
5. Make recommendations to the Budget Committee and Select Board regarding revenues and expenditures related to the Heritage Days celebration as a part of the regular budget process.
6. Report to the Select Board a minimum of semi-annually, generally in December and June of each year.