



Volunteer Boards, Committees and Commissions of the City of South Portland

Updated: July 2020

Ad-Hoc Committees

Ad-hoc committees are temporary “as necessary” committees created by the City Council for a specific task or purpose with a defined end date. Ad-hoc committees are created by City Council order containing the purpose, direction, tasks, method of appointment, goals and time-frame of the ad-hoc committee. Besides the Council order which created them, ad-hoc committees are otherwise governed by Chapter 2, Sec. 2-67 of the City’s Code of Ordinances.

Clean Air Advisory Committee (started September 2019) – A 4 member board consisting of an environmental engineer, attorney, chemist/scientist and public health official, tasked with presenting to the South Portland City Council timely yet comprehensive recommendations on improving air quality throughout South Portland.

Fertilizer Working Group (started April 2019) – A group of appointed citizens and city staff tasked with developing a draft ordinance regulating the use of fertilizers in the City of South Portland to be presented before the City Council.

O’Neil Street Facility Re-Use Planning Committee (started March 2017)- 10 members appointed to provide the City Council the necessary input and information to make an informed decision regarding developing a re-use proposal(s) for the existing Public Works facility on O’Neil Street.

Open Space Implementation Committee (started August 2019) – Continuing the work set by the former Open Space Committee, the Open Space Implementation Committee is a 7 member group to complete the tier assignment process, establish and monitor the two short term ordinance revision subcommittees, and work with the Conservation Commission to launch an ongoing Acquisition Committee. The duration of the committee is set until January 1, 2022.

Senior Steering Implementation Committee (started February 2019)- Continuing the work set by the former Senior Citizen Advisory Committee, the Senior Steering Implementation Committee is a nine member board of residents created to carry forward proposals made by the work of the Senior Citizen Advisory Committee in the report titled “Report of Findings and Recommendations” presented to the Council in January 2019. In general, these recommendations are geared toward helping seniors have better access to services and infrastructure so they may live safely and with dignity as they age.

Skate Park Committee (started August 2018) – A group of residents, city staff and Councilors appointed with the task of obtaining feedback to help find a suitable skatepark location, designing the skatepark and creating a funding plan for constructing the skatepark, ultimately ending with a recommendation to be submitted to the City Council.

Willard Beach Master Plan Committee (started June 2019) – A group of residents, Councilors and city staff appointed to present the South Portland City Council with a draft Master Plan for Willard Beach. This committee has been given a deadline of one year to present its findings to the City Council.

Wainwright and City Fields Mater Plan Committee (started August 2019) – An 8 member committee tasked with working with the selected consultant to gather public input and other relevant information to create a Wainwright and City Fields Master Plan. The committee has been given an eight month deadline to complete its work.

Land Bank Revision Committee (started July 2020) - A 7 member committee tasked with presenting to the City Council a proposed ordinance relating to the Land Bank, to ensure it is sufficiently and appropriately funded and that allowable use of funds is in line with the vision and goals of the City's Open Space Plan. The committee will dissolve upon presenting such ordinance before the Council.

Police Services Review orking roup (started September 2020) - A 9 member committee tasked with presenting the South Portland City Council with recommendations as to whether there should be changes to how certain calls for service are responded to by the City of South Portland.

Standing Committees

Standing committees are permanent committees created by the City Council whose purpose, tasks, direction and manner of appointment is governed by ordinance. The governing ordinance is referred to beside each Committee for reference. General governance for all standing committees, unless otherwise expressed in the specific referenced Chapter below, is addressed in Chapter 2, Article III. *Boards and Commissions*.

Affordable Housing Committee (Chapter 2, Sec. 146-151) – Seven residents, consisting of residential property owners, a member representing a landlord or landlord association, a member of the South Portland Housing Authority, a member representing a private-sector housing developer, and a member of the Planning Board, serving three year terms to review key issues affecting the quantity, accessibility, and affordability of housing in the City. **Annual Report of the committee's activities due to the City Council in January of each year.**

Arts & Historic Preservation Committee (Chapter 2, Sec. 2-140-151) - Nine members (seven residents, one representative of the South Portland Historical Society, and one representative of Greater Portland Landmarks) serving for three years for the purpose of assisting the City Council in preserving the historical and architectural integrity of South Portland, fostering beautification of public areas, and promoting the educational, cultural, economic, aesthetic value, and general welfare of South Portland. **Annual Report of the committee's activities due to the City Council in January of each year.**

Bicycle-Pedestrian Advisory Committee (Chapter 2, Sec. 2-151K-2-151O) – Nine residents serving a term through September 1, 2022 (then the committee shall thereby consist of 12 members as defined in the ordinance) tasked with assisting the City Council in implementing the City's Complete Streets Policy, particularly in terms of ensuring that there are good quality, complete, and safe facilities for bicyclists and pedestrians. **Annual Report of the committee's activities due to the City Council in January of each year.**

Board of Appeals (Chapter 2, Sec.2-96) - Seven residents serving a three year term hear zoning appeals from either the city ordinance or required by law. **Quasi-Judicial Board.**

Board of Assessment Review (Charter, Sec. 703)- Seven residents serve for three year terms, review disputed property tax assessments for possible abatement as granted to the board by statue. All members of such board shall be selected upon the basis of their knowledge of the subject of taxation and property values and shall at the time of their appointment have been residents of the city for at least 3 years immediately preceding and shall continue as residents during their terms of office. If a member of such board shall cease to be a resident his office shall thereby become vacant. *Nominations must be living in the city district of the district Councilor.* **Quasi-Judicial Board**

Board of Health (Chapter 10, Sec. 10-1411-1417) – Three members, one of whom shall be a woman and one a physician, all with knowledge of public health, tasked with advising the City’s appointed Health Officer and City Council regarding specific health-related matters. The members serve staggered three year terms. **Annual Report of the committee’s activities due to the City Council in January of each year (starting January 2021).**

Cable TV System Regulatory Board (Chapter 14, Sec. 14-209) - Three members of the City Council, one whom shall be elected as chair, responsible for meeting as needed to carry out the duties of reviewing and overseeing the process for complaints, recommendations and changes regarding local cable television and the public access channel(s).

Civil Service Commission (Charter, Sec. 424 & Chapter 19, Sec. 19-1-5) -Seven residents serving for five years meet as needed and deal with all matters relating to the appointment, promotion, demotion, layoff, reinstatement, suspension and removal of members from the police and fire administration. Nominations must be living in the city district of the district Councilor.

Community Development Advisory Committee (Chapter 2, Sec.2-101-106)–Seven residents serving for three years are authorized by the Federal Code of Regulations under the Housing and Community Development Act (1974) to advise the City Manager and City Council on the needs and priorities of the social, economic, housing, and neighborhood revitalization needs and allocate funding received under the Housing and Community Development Program.

Comprehensive Plan Implementation Committee (Chapter 2, Sec. 2-151F-151J)– Residents, City Staff and Elected Officials serving as a guide for the decisions the City must make about growth, development, redevelopment, and change over the coming decade. Nominations must be living in the city district of the district Councilor. **Annual Report of the committee’s activities due to the City Council in January of each year.**

Conservation Commission (Chapter 2, Sec. 2-76-81)- Seven residents serving a three year term act as a research, advisory and advocacy group on environmental issues relating to the city. Some activities include: keeping an index of all open areas within the city and recommending programs for the better protection, development or use of those areas; prepare and distribute books, maps, charts, pamphlets, etc. that is pertinent; promotion of its open space and park plans. **Annual Report of the committee’s activities due to the City Council in January of each year.**

Economic Development Committee (Chapter 2, Sec.2-124-133)–Seven residents serving a three years term assists in fostering a robust economy in South Portland so as to maintain and improve employment opportunities, retain existing business, attract new commercial investment, support a superior level of municipal services, and advance the general prosperity. **Annual Report of the committee’s activities due to the City Council in January of each year.**

Energy & Recycling Committee (Chapter 2, Sec. 2-134-139)- Seven residents serving a three year term focus on increasing recycling efforts; energy conservation, renewable energy, and greening city operations through a variety of approaches such as education, programs and studies, data analysis, ordinance modification, and public/private collaborations. **Annual Report of the committee’s activities due to the City Council in January of each year.**

Fair Hearing Board (Chapter 10, Sec. 10-703) – One or more members of the City Council tasked with overseeing as the hearing officer(s) to determine, based on all the evidence presented at the fair hearing, whether the claimant(s) were eligible to receive assistance at the time they applied for general assistance.

Library Advisory Board (Chapter 13, Sec. 13-33-41)-Seven residents serving a three year term advise municipal officials regarding the furnishing of quality public library services, and collaborates with the Library Director to develop and determine library policies, long range plans, and other pertinent initiatives.

Planning Board (Chapter 2, Sec. 2-112-2-117 and Chapters 24 & 27)-Seven residents serving a three year term who review and approval new development or redevelopment projects. **Quasi-Judicial Board.**

Pest Management Advisory Committee (Chapter 32, Sec. 32-4) – Seven members serving in an advisory capacity to the City Council and the Sustainability Coordinator to oversee the enactment of the Pesticide Ordinance (Chapter 32). **Annual Report of the committee’s activities due to the City Council in March of each year.**

Registration Appeals Board (Chapter 6, Sec. 6-16-23) – Three members, one nominated by the City Clerk and one nominee of each of the two major political parties, serving 3-4 year terms for the purpose of hearing appeals of the Registrar’s decision to remove a name from the voting list or refusing to place a name on the voting list and other duties as prescribed by law.

Transit Advisory Committee (Chapter 2, Sec. 2-15A-2-151E) -- Ten members, including 7 residents of the City, 2 City Councilors (non-voting) and the Transportation Director (non-voting); the resident members serving three year terms; to provide a forum for input, exchange of ideas, and debate on conventional and mobility transit-related issues with representation from all affected groups within the City government and the community. **Nominations must be living in the city district of the district Councilor.** **Annual Report of the committee’s activities due to the City Council in January of each year.**

Human Rights Commission (Chapter 10, Article XII) (started October 2020) -- 13 members, 9 whom shall be voting members and 4 ex-officio. **Nominations of 7 resident members must be living in the city district of the City Councilor;** in addition, 1 general at-large resident member and an at-large youth representative member are appointed to serve. The South Portland Human Rights Commission is established to provide support for the people of South Portland, specifically marginalized groups, in order to build community; provide education and training; celebrate diversity and inclusion; increase community engagement; and review policies and provide policy recommendations to the City Council and the City Manager.

Open Space Acquisition Committee (Chapter 2, Sec. 2-151P) (started September 2020) -- 11 members, including 7 residents of the City, 1 member of the South Portland Land Trust and 1 member of the Conservation Commission, 1 City Councilor, and 1 member of the City's Planning Department or Parks and Recreation Department, whose purpose is to provide oversight and long-term management of open space acquisition.