

## Committee Charter: Village Revitalization Steering Committee

**Name.** Village Revitalization Steering Committee

**Ad Hoc Committee.** The Village Revitalization Steering Committee is an ad hoc committee created by and answerable to the Board of Selectmen. It shall operate until the York Village infrastructure improvement project (AKA Village Revitalization Project) is completed or until terminated by vote of the Board of Selectmen.

**Membership.** The Committee shall consist of 9 voting members and additional ex-officio members (non-voting) as needed. Of the 9 voting members, at least 4 members shall have served on the York Village Study Committee to maintain project direction and take advantage of the accumulated knowledge of this complex project. Preference for selection of additional members should be given to people from the following organizations: Bicycle & Pedestrian Committee, Parks and Recreation Board, Historic District Commission or Museums of Old York, and the York Village Association. A quorum for purposes of voting shall require a minimum of five members present and voting, and decisions shall be by majority vote. The Committee will be staffed by the York Director of Public Works with assistance from the York Planning Office.

**Meetings.** The Committee shall meet at least once each month. All regular meetings of the Committee shall be public and run in accordance with Roberts Rules of Order. Meeting place and time shall be posted on the Town's weekly meeting list. Minutes shall be taken and provided to the Town Clerk upon approval of the Committee for archiving and posting on the Committee and/or Town website.

**Scope of Responsibilities.** The Committee shall advise the Board of Selectmen on matters related to the Village Revitalization infrastructure project based upon the York Village Master Plan, created under the leadership of the Village Study Committee. The Village Revitalization Steering Committee members will assist the DPW Director regarding: ongoing project design work, parking management, public utility planning, street amenities, public signage planning, and other matters as required to complete the project. Most importantly, the Committee shall coordinate activities related to community and direct-stakeholder outreach.

**Mission.** The mission of the Committee is to represent the interests of the Town and its citizens during implementation of the Village Revitalization Project.

**Project Goal.** It is the goal of the Town to successfully complete the Village Revitalization Project in full compliance with all applicable laws and in a timely manner to maximize available funding and minimize disruption to the public and the Village business community.

**Duties.** The Committee shall:

1. Serve as the community's liaison with the Department of Public Works during project implementation.
2. Provide a conduit of communication between the Town and the greater York community and ensure that implementation of the project is in the public interest.
3. Advise the Board of Selectmen throughout the process and, as necessary, recommend to the Board any modifications necessary to complete the project within the limits of the approved budget.
4. Serve as the Town's liaison with the design consultants.
5. Solicit any decision of the Board of Selectmen necessary to successfully complete the project.
6. Implement decisions of the Board of Selectmen regarding the project.

**Periodic Reporting to the Board of Selectmen.** The Committee shall report to the Board of Selectmen quarterly to update the Board on the Committee's efforts.

**Modification of Committee Charter.** Any time after its formation, the Committee may seek approval from the Board of Selectmen for any modification of its Charter believed necessary to enhance its ability to achieve the above-stated project goal. The Board of Selectmen may accept, modify, or reject proposed changes.