ORDERED, that the South Portland City Council hereby dissolves the ad hoc Open Space Plan Committee and establishes the ad hoc Open Space Implementation Committee as described below:

Committee Name:

The name of the committee shall be the “Open Space Plan Implementation Committee” (the “Committee”).

Committee Purpose:

The purpose of the Committee shall be 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. These items are called for in the Open Space Plan, which was adopted by the City Council in August 2019.

Committee Duration:

Unless otherwise extended by City Council, this ad hoc Committee shall dissolve on January 1, 2022.

Committee Membership, Officers, & Meetings:

The Committee shall be comprised of eight (8) members who shall serve until the Committee is dissolved. Members shall include:
Voting Members (7)

Barbara Dee, Conservation Commission
Dan Hogan, ConservationCommission
Richard Rottkov, South Portland Land Trust
Kathi Perkins
Sharon Newman
Patti Smith
Susan Chase

Non-Voting Members (1)
Karl Coughlin, Parks, Recreation & Waterfront

If for whatever reason a seat shall become vacant during the course of the Committee’s work, a replacement shall be made as soon as practicable following the process outlined in Article III, Section 2-67 of the City of South Portland Ordinance.

There shall be three officers selected amongst the Committee members: Chair, Vice-Chair, and Secretary. The Chair shall preside over the committee meetings, work with the selected staff and others outside of the meeting to ensure that action items are followed up on, and help prepare agendas and ensure they are posted with the City Clerk’s office. The Vice-Chair shall perform the functions of the Chair upon the Chair’s absence from a meeting. The Secretary shall keep minutes of each Committee meeting and prepare drafts to be voted on and approved by the full Committee at the next meeting. Once approved, the Secretary shall file the minutes with the City Clerk’s Office. The Secretary shall also ensure that meeting agenda are posted with the City Clerk’s Office. All officers have the same voting rights as the other Voting Members. Staff members shall not serve as Chair or Vice-Chair. Only Voting Members shall be allowed to vote on issues before the Committee.

The Committee shall meet as needed at its sole discretion, subject to the Maine Open Meeting Laws.

Fiscal Note: Less than $1,000

Dated: August 27, 2019