

TOWN OF BOWDOINHAM
TOWN HALL COMMITTEE BYLAWS

Adopted: July 27, 2021

Amended: April 14, 2026

I. Purpose

The purpose of the Town Hall Committee is to ensure the long-term stewardship of Town Hall by advising the Select Board on continued maintenance, capital improvements, community use, and financial sustainability, so that the building remains a vital and well-preserved resource for the Town and its residents for generations to come.

II. Appointment

Appointments to the Town Hall Committee shall be made by the municipal officers.

The Town Hall Committee shall consist of five to seven residents.

The term of each member shall be three years, except the initial appointments which shall be for one, two and three years. All newly designated committee members are to be sworn in by the Town Clerk.

A vote of a quorum may direct the action of the municipal officers to declare a permanent vacancy due to the unexcused absence of a member from three regular meetings of the Town Hall Committee in a twelve-month period. When there is a permanent vacancy, the municipal officers shall, appoint a person to serve for the unexpired term.

III. Qualifications

Each member of the Town Hall Committee shall be a legal resident of the Town of Bowdoinham.

IV. Compensation

There shall be no compensation provided for the membership of the Town Hall Committee.

V. Duties; Responsibilities

The Town Hall Committee shall have the following duties and responsibilities:

1. Develop and periodically update a long-term facilities improvement plan that identifies priorities for enhancing Town Hall's spaces, accessibility, and usability for the benefit of all community members and user groups.

2. Develop and periodically update a preventative and ongoing maintenance plan for Town Hall that establishes regular inspection schedules, maintenance priorities, and cost projections to ensure the building is preserved and maintained to a high standard.
3. Support the fundraising, grant-seeking, and marketing efforts for Town Hall, including promoting the building's availability and value to the community, identifying funding opportunities, and assisting in the cultivation of donations and community partnerships.
4. Review existing and proposed policies and procedures governing the use and operation of Town Hall, and make recommendations to the Select Board for adoption, amendment, or repeal as necessary to reflect the needs of the community and the goals of the Committee.
5. The Committee may obtain goods and services necessary for its proper functioning within the limits of appropriations made for the purpose, as approved by the Select Board.

VI. Organization

Officers

Chair - It is the Chair's primary responsibility to fairly facilitate Committee's meetings. The Chair presides at all meetings, decides questions of order, and calls special meetings and signs appropriate documents and reports. The Chair is also responsible for communication with staff and the Select Board for reporting, requests for resources, and delivering recommendations from the committee.

Vice-Chair - The Vice Chair assumes the Chair's responsibilities in the Chair's absence or as requested by the Chair.

Secretary - The Secretary prepares minutes of the meeting and distributes them to staff, as well as the Select Board members after approval by the Committee. If the secretary is not present or elected, then an individual shall be appointed at each meeting to record.

Meetings

The chair shall call at least one regular meeting each month unless there are no agenda items for a given regular meeting. The Committee may establish a different regular meeting day and/or different regular start time by majority vote of its members. The chair may call special meetings when necessary. Notice of special meetings shall be posted as required by law.

Notice of regular, special, and rescheduled meetings shall be posted as required by law.

Any member who has a direct or indirect pecuniary interest or who for other reasons has a bias in any question on which he or she must decide must make full disclosure of that interest or bias on the record and must abstain from voting or attempting to influence a decision in his or her capacity as a member. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged. Such a member may participate as a member of the public.

Quorum

A quorum shall consist of a simple majority of the current membership. In the event that a quorum is not present, committee may:

- reschedule the meeting to another date and adjourn the meeting; or
- the committee may continue the meeting with the understanding that no official votes will be taken.

VII. Amendments

Ratification and amendments of these by-laws should be reviewed annually, and amendments must be approved by a majority vote of the committee and the Select Board.

VIII. Severability

The invalidity of any section or provision of these Bylaws shall not be held to invalidate any other section or provision of these Bylaws.

Adopted this _____ day of _____, 2026

Selectperson: _____
Joanne Joy

Selectperson: _____
Mark Favreau

Selectperson: _____
Allen Acker

Selectperson: _____
Jay Hodde

Selectperson: _____
Shelley Hooper

TOWN OF BOWDOINHAM

TOWN HALL 200TH BIRTHDAY COMMITTEE BYLAWS

Adopted: July 27, 2021

Amended: _____

I. Purpose

The purpose of the Town Hall 200th Birthday Committee is to restore the Town Hall for its 200th Birthday in 2023.

II. Appointment

Appointments to the Town Hall 200th Birthday Committee shall be made by the municipal officers.

The Town Hall 200th Birthday Committee shall consist of five to seven residents.

The term of each member shall be three years, except the initial appointments which shall be for one, two and three years. All newly designated committee members are to be sworn in by the Town Clerk.

A vote of a quorum may direct the action of the municipal officers to declare a permanent vacancy due to the unexcused absence of a member from three regular meetings of the Town Hall 200th Birthday Committee in a twelve-month period. When there is a permanent vacancy, the municipal officers shall, within 60 days of its occurrence, appoint a person to serve for the unexpired term.

III. Qualifications

Each member of the Town Hall 200th Birthday Committee shall be a legal resident of the Town of Bowdoinham.

IV. Compensation

There shall be no compensation provided for the membership of the Town Hall 200th Birthday Committee.

V. Duties; Responsibilities

The Town Hall 200th Birthday Committee shall have the following duties and responsibilities:

1. Develop a plan to restore and preserve the Town Hall.
2. Perform such duties to assist in the implementation of the Town Hall restoration and preservation plan.
3. Assist with the fundraising necessary to restore and preserve the Town Hall.

4. The Committee may obtain goods and services necessary to its proper functioning within the limits of appropriations made for the purpose, as approved by the Select Board.

VI. Organization

Officers

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Adopted this _____ day of _____, 2021

Selectperson: _____
David Engler

Selectperson: _____
Jeremy Cluchey

Selectperson: _____
Peter Lewis

Selectperson: _____
Thomas Walling

Selectperson: _____
Mark Favreau