

Moose Hill Water Commission – Approved Rules and Regulations

Adopted February 2021

TOWN OF LEICESTER

MOOSE HILL WATER COMMISSION

RULES AND REGULATIONS

I. MOOSE HILL WATER COMMISSION

- A. **OBJECTIVE:** The objective of the Moose Hill Water Commission is to actively work to certify Moose Hill Reservoir as a public water supply for the benefit of the Town of Leicester, while complying with all applicable laws, regulations, and contractual obligations.

II. ORGANIZATION OF MOOSE HILL WATER COMMISSION

- A. **PURPOSE:** To define the duties of, and process for electing, a Chairperson of the Moose Hill Water Commission.
- B. **POLICY:** For purposes of organizing, the Moose Hill Water Commission (hereinafter “Commission”), at its first regular meetings following the Town of Leicester Annual Elections, will elect from its membership a Chairperson. The Chairperson shall also act as the Clerk, and who shall hold the respective office for a term of one year or until a successor is elected.

1. Organizational Meeting

- a. The Organizational Meeting shall be called to Order by the existing Chair, or in its absence, the longest serving Commissioner measured by overall years elected to the Commission, who shall preside during and until the election of the new Chairperson.
- b. Nominations for the new Chairperson will be made by the members of the Committee will be made, after opening the nominations. The Chair shall be elected by voice vote of the Commissioners in attendance and voting. If no nominee receives a majority vote, the election will be declared null and void and nominations will be reopened.
- c. No member may serve as Chair for more than 2 consecutive years.
- d. Any vacancy of the Chair occurring between Organizational Meetings will be filled by the appointment of the Chair in its sole discretion.

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- e. Following the election of a Chair at its organizational meeting, the Commission may then proceed onto such business as is scheduled on the agenda.
- 2. **Duties of the Chairperson:** The Chairperson of the Moose Hill Water Commission shall have the same powers as any other member of the Commission to vote on any measures before it, to offer resolutions, and to discuss questions. She or he will perform those duties that are consistent with the office and those prescribed by applicable laws and regulations. In carrying out these responsibilities, the Chair will:
 - a. Sign the instruments, acts and orders approved by the Commission in its name and on its behalf;
 - b. Consult with the Director of Inspectional Services and/or Town Administrator in planning the Commission's meeting agendas, where necessary;
 - c. Confer with the Director of Inspectional Services and/or Town Administrator on matters that may occur between meetings;
 - d. Appoint subcommittees subject to Commission approval;
 - e. Call special meetings of the Commission as found necessary or requested in writing by members of the Commission;
 - f. Be public spokesperson for the Commission at all times except as delegated by the Chair specifically to others;
 - g. Preside at all Commission meetings;
 - h. Verify with the Director of Inspectional Services and/or Town Administrator that the Town of Leicester is at all times in compliance with its legal and contractual obligations in relation to development of Moose Hill Reservoir as a public water supply for the Town of Leicester.
 - i. If the Chair becomes incapacitated or infirm, then the longest serving Commissioner measured by overall years elected to the Commission shall call an Organizational meeting within 30 days to elect a new Chair.

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3. **Duties of the Clerk:** Clerk shall be responsible to draft and submit draft minutes of each meeting to the Commission for approval at a subsequent meeting. Minutes shall include:
- a. a statement of the nature of the meeting,
 - b. the time and place of the meeting,
 - c. names of members present and absent,
 - d. names of any Town employee(s) or other elected official(s) in attendance
 - e. A record of any official action taken by the Commission; resolutions and motions shall be given their exact wording, accompanied by the names of the members moving and seconding and a record of the results of the vote;
 - f. Notation of formal adjournment.
 - g. Copies of all minutes will be sent to each Commission member at least 24 hours prior to the meeting at which they are scheduled on the agenda for approval.
 - h. All minutes approved by the Commission will become the permanent records of the Commission.
 - i. All approved minutes shall be in the custody and control of the Town Administrator or her/his designee, who will make them available to interested citizens upon request, as well as make sure all approved minutes are available to the public in a manner that is convenient to access for member of the public.

- III. **WATER COMMISSION-TOWN ADMINISTRATION RELATIONSHIP:** The Commission will leave to the Town Administration all matters of decision and administration that come within its scope of operations for the Town of Leicester. The Commission retains the right to make policy as it decides and it should normally proceed in making such decisions after receiving recommendations from the town's chief operating officer and/or Director of Inspectional Services. Further,
- a. The Town Administration shall have the privilege of asking guidance Commission with respect to matters of operation whenever appropriate. If it is necessary to

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make exception to an established policy, he or she will submit the matter to the Commission for advice and direction.

- b. The Town Administration will assist the Commission in reaching sound judgments and establishing policies, and will place before the Commission all relevant facts, information, and reports necessary to keep the Commission adequately informed of information and business at hand.

IV. CONDUCT OF MOOSE HILL WATER COMMISSION MEETINGS

1. The Commission shall meet at least once monthly from September to June. Meeting(s) will be held outside of regular Town business hours, and which shall be called “regular meetings.”
2. Where circumstances warrant, the Chair may choose to call additional meetings, which shall be called “special meeting(s).”
3. Every meeting of the Commission will be open to the public in a manner compliant with the Massachusetts Open Meeting Law.
4. The Commission shall use consensus as the primary method to resolve issues and to formulate recommendations. Votes by the majority may be taken at the discretion of the Chair and the most recent edition Robert’s Rules of Order shall prevail if there are questions of procedure.
5. Any Commission member or resident of Leicester may suggest an item for inclusion in the meeting agenda. However, the inclusion or exclusion of any suggested agenda item will be at the discretion of the Chair. A resident who wishes to suggest an agenda item or wishes to submit a question or other information to the Commission is required to submit the suggestion through the Town Administrator.
6. There will be no specific “public comment period” designated at any meeting of the Commission.
7. Residents or other members of the public who wish to provide input regarding a given agenda item are encouraged to contact the Commission members prior to the meeting by email, mail, or phone, in order to provide the said input.

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8. The meeting agenda will be distributed to the Commission members and Town Administrator at least 48 hours prior to the start of a given meeting.
9. The materials accompanying the agenda for a given meeting will be distributed to Commissioners no less than 24 hours prior to a given meeting.

V. PUBLIC PARTICIPATION IN COMMISSION MEETINGS

1. All meetings of the Moose Hill Water Commission shall be open to the public.
2. The Commission desires members of the Town of Leicester to attend Commission meetings so they may become better acquainted with the operations of the Commission and Town.
3. The Commission expressly desires to hear the wishes and ideas of the members of the Leicester community on matters within the scope of their authority.
4. Members of the Leicester community who wish to have their ideas and expressions heard may submit questions, input, or expressions to the Commissioners prior to or subsequent to any Commission meeting, via email, mail, or by phone.
5. The Chair in his discretion may designate at times for the Commission to solicit and receive verbal comments from members of the public during the conduct of a meeting.
 1. Rules and Regulations for any such designated time will be adopted on an *ad hoc* basis.
 2. Any time so designated will be listed as a specific agenda item, if at all.

###END###