



## **TOWN OF LINCOLNVILLE**

493 HOPE ROAD

LINCOLNVILLE, MAINE 04849

TEL: 207-763-3555 FAX: 207-763-4545

www.town.lincolnvill.me.us

### **Town of Lincolnville Heart & Soul Team Charge**

#### Description and Purpose

The Town of Lincolnville has embarked on a multi-year effort to update the Town's Comprehensive Plan. That effort is being led by the Comprehensive Plan Review Committee (CPRC). The CPRC has in turn requested assistance in creating a vision for the community as expressed by the community and suggested utilizing the Community Heart & Soul approach (Involve Everyone, Focus on What Matters, and Play the Long Game) to create this vision. The Town intends to apply for a grant to fund a portion of this effort and local matching funds for this effort were approved by the voters at Town Meeting. The Community Heart & Soul Seed Grant Program requires the efforts to be planned and led by at least five residents who are directly affiliated with and reside in the community.

Therefore, the Board of Selectmen pursuant to the Town Charter (Article III, Section 3.01.C.4 and Article V, Section 5.06.C.) hereby create a Heart & Soul Team for the purpose planning and leading Lincolnville's Heart & Soul effort.

#### Qualifications for Team Membership

1. An interest in stated purpose of the committee
2. A resident (either permanent or seasonal) of the Town of Lincolnville
3. Appointment by the Board of Selectmen

#### Membership

1. At least five members of the public with a least one member from the CPRC
2. No more than two members of the Board of Selectmen

All members appointed to this committee shall be voting members and if voting is necessary all votes shall carry equal weight.

#### Meetings

1. All meetings are to be open to the public. Meetings are to be held in a publicly accessible space.
2. Meeting schedule and duration shall be determined by the committee members.
3. All meetings shall be conducted following the Town Charter and the Town of Lincolnville's Committee Roles and Guidelines

Charge

1. Select a Chair, Vice-Chair, and Secretary
2. Submit minutes of each meeting to the Town Office in a timely fashion.
3. Prepare the Community Heart & Soul Seed Grant application for Board of Selectmen review and consideration
4. Led the Heart & Soul effort through the four phases:
  - a. Lay the Groundwork
  - b. Explore the Community
  - c. Make Decisions
  - d. Take Action
5. Assist the Heart & Soul Coach
6. Coordinate community outreach and engagement
7. Assist the Board of Selectmen in the efforts to see that the Town complies with all grant requirements.
8. Keep the Community and the Board of Selectmen informed of progress and milestones through periodic routine updates at meetings of the Board of Selectmen.

Timeline: We envision this work to require approximately 18 months to complete. The following are general milestones for completion of each phase of the work. Some overlap of the phasing is anticipated. Unless the charge or timeline is amended by Board action, this ad hoc committee shall be disbanded as of June 30, 2024.

- a. Grant Application submitted (1-2 months)
- b. Lay the Groundwork (2-3 months)
- c. Explore the Community (6-8 months)
- d. Make Decisions (4-6 months)
- e. Take Action (2+ months)

**Given under our hands, this 22<sup>nd</sup> day of August 2022.**

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Ladleah Dunn, Chair

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Keryn Laite, Jr., Vice-Chair

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Joshua Gerritsen

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D. Michael Ray

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Stephen Hand