

**TOWN OF DENNIS  
WATERWAYS COMMISSION  
MEMBERSHIP AND CHARGE**

**COMMISSION MEMBERSHIP**

The Board of Selectmen shall appoint a Commission to be known as the Waterways Commission, hereinafter referred to as the Commission. Said Commission shall be composed of seven (7) members for three (3) year staggered terms and two alternates one for a two (2) year term and one (1) year term. Members must be full time residents and registered voters of the Town of Dennis who possess knowledge of and an interest in the operation of the Town waterways. The Commission shall annually appoint a chairperson, a vice chairperson and a recording secretary.

**COMMISSION CHARGE**

The Commission shall advise the Board of Selectmen, Harbormaster and Town Administrator and on the use, maintenance, regulations, administration, and development of all navigable Town waterways and lakes over ten (10) acres in area including related shore facilities. Commission members will be expected to attend occasional meetings beyond their regularly scheduled meeting in support of the Commission's charge.

The Commission's work shall include, but not be limited to the following:

- 1) Assist the Harbormaster in providing input to the Department's annual operating budget and capital budget requests. Including the five (5) year capital plan;
- 2) Assist the Harbormaster in the development of short and long term goals and objectives for the Department;
- 3) Assist the Harbormaster in developing a long range maintenance plan for all waterways and facilities;
- 4) Receive and review monthly and annual financial reports of waterways revenue.
- 5) Seek information, advice, and assistance from various town departments that are affected by or affect waterways operation;
- 6) Encourage community support of the Town waterways;
- 7) Review and become acquainted with all waterways and their assets;
- 8) Provide annual updates to the Board of Selectmen and the Town Administrator as to the Commissions deliberations and recommendations during the annual fee hearing,

review of the Harbormaster's goals and objectives as well as capital and operating budget reviews;

- 9) Advise, consult and confer with the Town Administrator regarding any operational issue affecting the Town's waterways.

The Commission shall meet at least on a monthly basis, and a majority of members must be present for the Commission to meet and conduct any business scheduled before it. All meetings of the Commission or any sub-Commission established by the Commission are to be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law. Minutes of each meeting shall be prepared and approved by the Commission within a reasonable time after said meeting and distributed to the Board of Selectmen. Commission members shall be mindful of their attendance obligations at Commission meetings as identified in Section 5-10 of the Town of Dennis By-Laws.

As stated in Article VII, Removal of Appointed Officers  
[Adopted 10-26-1999, STM, Art. 16]

Failure to attend meetings.

Where not inconsistent with Massachusetts General Laws, any appointed official who is a member of a multi-member board, Commission or commission may be removed by the appointing authority after a public hearing for failure to attend more than three consecutive meetings. Failure to attend, if not adequately explained to the satisfaction of the appointing authority, shall be considered cause for removal.

Board of Selectmen revised