

**Town of Somerset
Charter
Stormwater Study Committee**

Establishment

The Stormwater Study Committee (“Study Committee”) has been established by the Mayor, according to Section 13-1 of the Town of Somerset Code, in order to **define any problems associated with stormwater runoff in the Town, analyze the efficacy, costs, and benefits of possible solutions, and submit a report to the Mayor and Town Council.** The Study Committee shall remain in existence until it submits its report to the Town Council, not to exceed one year, but may be continued by the Mayor with a revised charter.

Composition and Appointment Terms

The Study Committee shall consist of an odd number of members. There shall be a minimum of 5 and a maximum of 9 members, comprised of residents with the time and interest to work on this intensive and time-limited study. Members and the committee chairperson shall be nominated by the Mayor (striving for diversity) and approved by the Town Council, according to Sections 13-2 and 13-4 of the Town Code. All members shall serve at the pleasure of the Mayor.

The Study Committee shall have one Council Member liaison and one Council Member alternate, according to Section 13-5 of the Town Code. Liaisons are not voting members of the Study Committee.

The Study Committee shall have one member of the Environment Committee and one member of the Parks and Natural Resources Committee designated as non-voting liaisons.

The Town Council will provide access to Town consultants. If the Study Committee determines that the support of additional consultants is necessary, the chairperson shall submit a cost estimate along with the relevant credentials of possible consultants to the Mayor and Town Council. The Town Council will select additional consultants to support the Study Committee as appropriate.

The chairperson may establish subcommittees and assign subcommittee chairpersons. Subcommittees shall conform to all requirements for meetings and records.

The Study Committee may also establish working groups to gather information.

Duties

The Study Committee will have the following duties:

1. To clearly and specifically define the problems associated with stormwater runoff in the Town.
2. To clearly catalog the approaches taken by other comparable jurisdictions to the problems identified in item 1.

3. In an article in the *Town Journal* published within four months of the Study Committee's first meeting, to disseminate to the public a discussion of the problems as defined in item 1 and the approaches catalogued in item 2.
4. To prioritize possible approaches Somerset might take to solving the problems defined in item 1.
5. To analyze how each of the top-priority approaches may impact:
 - a. Stormwater runoff;
 - b. The tree canopy;
 - c. Town Code and administration; and
 - d. Property values.
6. In an article in the *Town Journal* published within eight months of the Study Committee's first meeting, to disseminate to the public the analysis in item 5.
7. To hold at least two Town Forums for discussion of the analysis in item 5.
8. To submit the findings of the study and analysis of options to the Mayor and Town Council within 12 months of the Study Committee's first meeting.

Meetings

The Study Committee should meet at least once a month and the Chairperson must be present.

Meetings of the Committee shall be conducted in compliance with the Maryland Open Meetings Act. Meetings shall be open for public participation. With the assistance of the Town Manager, public notice and an agenda shall be issued prior to the holding of a meeting. Minutes of the meeting shall be promptly prepared, as required by the Act. Once approved by the Committee, the meeting minutes shall be given to the Town Manager.

As required by the Act, at least one member of the Committee shall complete the online training offered by the Open Meetings Compliance Board. The trainee shall inform the Town Manager once the training has been completed. All members are encouraged to complete the training. The training is available here:

https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php.

Records

Records of the Committee shall be retained in accordance with the Maryland Public Information Act. Committee members shall review the Town's Document Retention Schedule and make sure certain records are retained in accordance therewith.