

## Private Roads ad hoc Committee

### **Purpose:**

The purpose of the Private Roads *ad hoc* Committee (the "Committee") shall to review the Town of Windham's regulations with regard to the creation, extension, and improvement of private roads, and development along and accessed by private roads, and to make recommendations about changes to the Town's regulations regarding the creation, extension, and improvement of private roads, and development along and accessed by private roads.

### **Membership:**

The members of the Committee shall be as follows:

1. Two (2) members of the Town Council,
2. One (1) member of the Planning Board,
3. One (1) member of the Long Range Planning Committee other than a member of the Planning Board,
4. Four (4) members of the community who are not members of the Town Council, Planning Board, and/or Long Range Planning Committee.

Representatives shall be appointed by the Town Council following application to and recommendation by the Council's Appointments Committee.

The Committee shall elect a Chair and Vice Chair at its first regular meeting or as soon as possible thereafter from within its membership, except that the Town Council representative shall not be eligible to serve as Chair or Vice Chair.

### **Meetings and Procedures:**

The Committee shall elect a Chair from its membership, as indicated above. The Chair shall have the authority to convene meetings of the Committee, which shall be conducted in accordance with Maine's "Freedom of Access" law (1 MRSA § 401 et. seq.), with due notice to the members.

The Committee shall adopt such other reasonable rules of procedure as may be necessary for the efficient conduct of its business while allowing for public input, accountability and due process. A quorum of the Committee shall be defined as a majority of those appointed to the Committee but in no case shall the Committee hold a meeting or conduct Committee business with fewer than four (4) members.

### **Charge:**

It shall be the responsibility of the Committee:

1. To review the Town of Windham's regulations with regard to the creation, extension, and improvement of private roads, and development along and accessed by private roads, and to make recommendations about changes to the Town's regulations regarding the

creation, extension, and improvement of private roads, and development along and accessed by private roads:

2. To seek input and recommendations from experts and other stakeholders such as the Maine Department of Transportation, Maine Department of Environmental Protection, Cumberland County Soil & Water Conservation District, local experts, the general public and other stakeholders:
3. To hold one or more public meetings or forums, other than the Committee's regular working meetings, for the purpose of informing the general public about the Committee's work and seeking input on issues related to the creation, extension, and improvement of private roads, and development along and accessed by private roads, and on the Committee's draft recommendations before making formal recommendations to the Town Council: and
4. To report regularly on its progress and identify any resource needs to the Town Council.