

## **Steering Committee - East Windham**

### **Purpose**

The purpose of this committee is to guide the process towards creating a vision and management plan for the combined parcels that comprise the East Windham Conservation Area and the Lowell Preserve and to provide ongoing oversight of the maintenance of operation of the property.

### **Membership**

The Committee shall consist of not fewer than seven (7) nor more than eleven (11) volunteers from local businesses, civic organizations, town government and the general population, and will work in cooperation with the Presumpscot Regional Land Trust (PRLT), and Town of Windham Director of Parks and Recreation, and other town employees designated to assist. Committee members shall not be required to be residents of the town, but be able to demonstrate a connection by residence, employment, business interest, or other civic and community organization affiliation. Committee members may include, but not be limited to, representatives of the following outdoor recreation, education, economic development, public health, and conservation interests:

1. Member of the Town Council
2. Windham Parks & Recreation Advisory Committee (1 member)
3. Windham Natural Resource Advisory Committee (1 member)
4. Windham Economic Development Corporation
5. Greater Portland Chapter of NEMBA
6. Windham Drifters Snowmobile Club
7. RSU14 Katahdin Program (1 staff member)
8. Little Duck Pond Road Association
9. One member of the public with interest and experience in hunting.
10. Up to 2 members of the public with interest and experience in hunting, trail running, hiking, education, public health, conservation and/or nature education. A preference will be given to those who have multiple interests previously referenced.

### **Meetings and Procedures**

The committee shall select a Chair from its membership, which should not be the Town Council representative. 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 with due notice to its members. The committee shall adopt other such reasonable rules of procedure as may be necessary for the efficient conduct of its business while allowing for public accountability and due process.

## **Charge**

It shall be the responsibility of the Committee to:

1. Seek public input and recommend a new name that unifies the shared character and use of property.
2. Develop an RFP and select a firm to assist in the establishment of a Master Plan to guide the Town and PRLT in the development and management of this property for the years to come.
3. Assist the selected firm in the development of the Master Plan
4. Present the recommended plan to the Town Council for adoption.
5. Meet at least once a year (or as needed) after the Master Plan has been adopted, to review the plan and progress, provide feedback to the Parks and Recreation Advisory Committee, and ensure the property continues to have broad collaboration.