

Town of Windham
Env. & Sustainability Department

Mailing Address:

8 School Road
Windham, Maine 04062
Tel: (207) 894-5900



Gretchen Anderson
Environmental &
Sustainability Coordinator
gaanderson@windhammaine.us

www.windhammaine.us

MEMO

DATE: June 8, 2021

TO: Windham Town Council

THROUGH: Barry Tibbetts, Town Manager

FROM: Gretchen Anderson, Environmental & Sustainability Coordinator
Linda Brooks, Parks & Recreation Director
Amanda Lessard, Planning Director

CC: Natural Resources Advisory Committee (NRAC)
Parks & Recreation Advisory Committee (PRAC)

RE: NRAC & PRAC Charge Modification Recommendations

Attached: NRAC & PRAC Charge Edits

The Town Council adopted Windham's [Open Space Master Plan](#) on February 9, 2021. Staff recommends that the Town Council consider implementing the plan's Goal 3.5, "Reorganize Town committees and volunteers to clarify roles and ensure good support from staff" by accepting these proposed modifications to the Natural Resources Advisory Committee and Parks & Recreation Advisory Committee Charges. This will implement the plan's Policy 1 to acquire new properties and develop new facilities by having these committees jointly make recommendations to the Town Council on acquiring Town Open Space and allocating the Open Space Impact Fee. These two committees currently work on related issues, and both have interest in implementation of the Open Space Plan, so their collaboration will make more efficient use of staff time, so that Town staff can continue to provide good, professional support for ongoing efforts.

The proposed changes to the Parks and Recreation Advisory Committee charge would direct the committee to collaborate with the Natural Resources Advisory Committee regarding recommendations on acquiring Town Open Space and allocating the Open Space Impact Fee.

The proposed changes to the Natural Resources Advisory Committee charge includes the aforementioned change as well as specific directives regarding open space (i.e., indexing the Town's open areas, recommendations on potential Town property development). Another modification recommendation is to expand the committee members to residents and Town property owners. Property owners have a vested interest in natural resources and could expand the applicant potential for the committee. The final modification clarifies the number of committee positions and an additional Town Councilor, such that the committee membership will be identical to the Parks and Recreation Advisory Committee.