

BOARD of SELECTMEN
Organizational and Directive Document
for the
Open Space Committee

COMMITTEE ORGANIZATION

Type of Committee: The Open Space Committee is an advisory committee to the Board of Selectmen required to provide information and options regarding the tax acquired property previously owned by Robert Pettengill property located off the House Road on Wilson Pond.

Number of Members: Minimum 5 and Maximum 7.

Residency Requirement: Wayne residents only.

Qualifications of Members: Previous experience in forestry management, farming, conservation, real estate, recreation, land stewardship, and public administration

Appointment Process: Board of Selectmen will accept letters of interest from residents specifying their experience and desire to serve on the Open Space Committee. Board will advertise for interested persons, review letters of interest, and make formal appointments at a Board of Selectmen meeting when a minimum of five (5) appointments are achieved.

Committee Organizational Structure: The Committee's first meeting will elect a Chair, Vice-Chair, and Secretary. The Chair will conduct the meetings according to Robert's Rules of Order. The Vice-Chair will conduct the meetings in the absence of the Chair. The Secretary will take and prepare the minutes of the meeting.

Quorum: A five (5) member committee will have a quorum of 3 to conduct a meeting. A seven (7) member committee will have a quorum of 5 to conduct the meeting.

Meeting Agendas: The Chair will develop each meeting agenda and post a copy of the agenda on the Town Office bulletin board at least five (5) days before the meeting. The Chair will provide a copy of the agenda to the Town Manager for the Committee's file.

Meeting Minutes: The Committee shall maintain written records of meetings, including the results of all motions and votes. One copy of the minutes of each meeting shall be filed with the Town Clerk within ten (10) working days after approval by the committee.

Public Meetings: Committee shall hold meetings that are open to the public and issue notice of meetings, including items of discussion.

Meeting Location: Meetings will be held in the Wayne Elementary School/ Town Office. The Chair will schedule with the Town Manager for the use of the Wayne Elementary School Library, Gymnasium and/ or Town Office at least two (2) weeks in advance.

COMMITTEE DIRECTIVE

The Open Space Committee will conduct committee meetings and seek public input to review, research, develop conceptual plans, and estimated cost estimate for various options regarding the tax acquired property previously owned by Robert Pettengill property located off the House Road on Wilson Pond.

Consider the following options:

Sell the Property:

1. Sell the property with a warranty deed with no development restrictions (conservation easement);
2. Sell the property with development restrictions (conservation easement) on some or all of the property;
3. Sell the property to the Kennebec Land Trust for all back taxes and legal costs to date;

Keep the Property:

1. Keep the property as a Town Forest with development restrictions (conservation easement).

Other options:

Not available yet