

## WINTHROP CONSERVATION COMMISSION

### Notes for meeting of January 15, 2024

**Present:** Amy Hughes, David Cook, Jeff Toothaker, Corinne Michaud LeBlanc, Jill Ippoliti, and Wini Turner

**1. Read and accepted minutes from the last WCC meeting, December 11, 2023.** Jill will send an electronic copy of the minutes to the Town Office for posting on the Town's website.

**2.** Amy presented highlights of the **Committee Roles, Responsibilities & Processes** adopted by the Town Council on December 4, 2023. Discussion followed. *In the future, Amy will submit the agenda to the Town Office for posting at least 72 hours prior to the meeting. Jill will submit minutes of each meeting after they have been approved by the WCC. Amy will send a link to the document Committee Roles, Responsibilities & Processes to all WCC members.*

**3. Composition of Winthrop Conservation Commission:** The ordinance creating the Winthrop Conservation Commission states that the WCC consists of 5 members appointed by the Town Council. State statute provides for conservation commissions to consist of no fewer than 3 nor more than 7 members (30-A section 3261 subsection 1.) State law allows additional non-voting members to be appointed. The Town ordinance does not mention appointment of non-voting associate members. The newly adopted Committee Roles, Responsibilities & Processes provides for committee membership of no fewer than 7 members nor more than 10, *"unless membership is otherwise governed by state statute.... or local ordinance."* All WCC members agreed to recommend to the Town Council that the membership be 5 with terms expiring as follows:

Amy Hughes	12/31/2026
Corinne Michaud LeBlanc	12/31/2026
Jill Ippoliti	12/31/2025
Jeff Toothaker	12/31/2025
Dave Cook	12/31/2024

Wini Turner's term expires 1/31/24. Corinne's appointment to the WCC was confirmed at the December meeting of the Town Council. The expiration dates above provide for staggered terms in the future. Members can be appointed and serve subsequent, consecutive terms at the pleasure of the Town Council.

**4. Resignation of members** was discussed. Jeff Toothaker is planning to resign effective 7/31/2024. *Amy and Jill will work on language for a description of WCC duties and an appeal for citizens to apply. Amy will provide this text to the Town Office for posting on the Town's*

website and Facebook page. Members discussed posting in the Community Advertiser if that publication is resumed.

**5. Town Council Liaison and Town staff Liaison.** The Town's newly adopted Committee Roles, Responsibilities & Processes state that a member of the Town Council will be appointed to serve as a liaison to each committee and that a Town employee will be assigned to serve as a staff liaison/facilitator to each committee. Amy will contact the Town Office to inquire as to who is our Town Council Liaison and our Staff Liaison.

**6. Maine Community Resilience Partnership (CRP):** Corinne presented information on the Community Resilience Partnership and details on grant applications to the program. Towns can apply to enroll in the program and for grants from the program at the same time. Applications for Community Action Grants are due March 29, 2024.

Members reviewed and discussed a draft memo to the Town Council. The memo recommends that the Town apply for a grant to the CRP to fund development of an Open Space Plan. Members recommended slight revisions to the memo and approved sending the revised memo to the Town Council prior to the Town Council's meeting on January 22<sup>nd</sup>. Members were advised that the Town Council will be discussing enrollment in the CRP and potential uses of grant funding at that meeting. Amy is planning to attend. Other members will also try to attend. Jill will make the revision and send the memo for distribution to Town Council members. Amy will prepare bullet points on our recommendation to present at the meeting January 22<sup>nd</sup>.

**7. Update on Comprehensive Plan:** Amy advised the WCC that Town Manager, Anthony Wilson, and Jessica Cobb from Kennebec Valley Council of Governments, are now the principals working on completion of the Comprehensive Plan update.

**8. Next meeting:** A meeting is tentatively scheduled for February 12<sup>th</sup>. We anticipate discussing action by the Town Council following its January 22<sup>nd</sup> meeting and how we can help with an application for a Community Action Grant.

Jill Ippoliti

Secretary

Approved 2/12/24