

Readfield Conservation Commission

Charter/Job Description

Adopted January 11, 2011

Updated March 8, 2016

Mission: The Readfield Conservation Commission (RCC) is a municipal commission concerned with our local environment and activities which relate to it or affect it. It oversees town-owned open space lands, provides conservation information, and works with landowners, agencies, and organizations to encourage exemplary stewardship of natural resources.

Authorization: Maine state law MRSA 30-3804, Section 3851, provides for the establishment of conservation commissions. Readfield established a commission in the early 1970's.

Powers: The RCC coordinates conservation projects and initiatives, and may make recommendations to other Town boards and committees, or to the Town Meeting. Budgets are approved at Town Meeting, and expenditures are authorized by the Select Board.

Membership: The RCC may have up to 7 regular members and 3 alternate members. Term of office is 3 years, beginning and ending with the fiscal year. Application is open to Readfield residents. Application is received by Town Clerk, reviewed by RCC, and approved by Select Board after giving the RCC opportunity for hearing. New members are sworn in by Town Clerk.

Officers: Chair or Co-Chairs, Secretary. Officers are elected annually by members of the commission at first regular meeting of fiscal year.

Meetings: Regular meetings held monthly on the 2nd Tuesday evening, usually at the Town Office. Open to the public. Roberts Rules of Order to be generally followed. Other meetings held as needed.

Duties

Administrative:

Arrange for meetings with Town Office staff.

Prepare agenda and moderate meeting.

Take meeting notes, submit for review, file monthly with Town Office.

Maintain records of commission membership.

Financial:

Prepare annual budget and review with Budget Committee.
Review long-range capital improvement plan annually.
Complete grant requests with Select Board approval.
Make expenditures and submit reimbursement requests to Select Board.
Monitor balances in regular account and Readfield Conservation Lands account with Town Financial Officer.

Communication:

Prepare Annual Report , and address any related issues arising during the year.
Prepare monthly article for Town newsletter when appropriate.
Maintain lines of communication with Town Office staff.
Attend special meetings as needed.

Education:

Outreach to schools, general public, and owners of open space to increase awareness of important conservation issues.
Offer public field trips with educational and recreational value.

Town Property Management and general Open Space concerns:

Implement goals of Readfield Open Space Plan, adopted at Town Meeting, 2006.
Develop management plans for town-owned conservation lands.
Oversee and maintain town-owned conservation lands in accord with their management plans.
Address invasive plant issues.
Organize workdays for students or other volunteer groups. Maintain RCC-owned tools and equipment.
Organize periodic timber harvests at Town Forest in cooperation with Town Forester.
Encourage resource protection on important lands in Town.
Monitor possible sales of land having strategic conservation value, with goal of protecting with easements or purchases.

The RCC cooperates with Town Staff, Select Board, Planning Board, Trails Committee, Recreation Association, Kennebec Land Trust, Maine Association of Conservation Commissions, and area conservation commissions or organizations, in pursuit of above duties.