

**RESOLUTION  
CREATING AN AD-HOC TOWN PROTECTED SPACES STEWARDSHIP  
SUB-COMMITTEE**

**SECTION 1: ESTABLISHMENT AND COMPOSITION:**

An Ad-Hoc Sub-Committee of the Conservation Commission is hereby established consisting of five (5) members all of whom shall be resident electors of the Town of Coventry, to be appointed by the Coventry Town Council.

The members of the Sub-Committee shall be appointed for a term of three (3) years except that initially two (2) of the members shall be appointed for a two (2) year term. All subsequent appointments shall be for a term of three (3) years. The Charter provisions of minority representation shall apply.

**SECTION II: ORGANIZATION:**

The Sub-Committee shall elect, annually, its own Chairperson, Secretary and a Vice-Chairperson who shall act in the place of the Chairperson in the event of the Chairperson's absence or incapacity.

The Sub-Committee shall establish its own rules and procedures for the conduct of its business. Otherwise, it shall follow Roberts Rules of Order where applicable and not in conflict with its own rules and procedures.

The Sub-Committee shall conduct its business with due regard to all laws and regulations governing the actions of municipal agencies, including those requirements of the Freedom of Information Act.

The Sub-Committee shall establish a schedule of regular meetings at least on a quarterly basis. Special meetings may be called at any time by the Chairperson or upon written request of any three (3) members. Three (3) shall constitute a quorum.

**SECTION III: PURPOSE:**

The purpose of the Sub-Committee shall be to study, develop, coordinate and implement programs and activities related to undertaking and/or coordinating volunteers in providing stewardship to open space and conservation easements owned by the Town of Coventry. Further, the Sub-Committee will plan, arrange, supervise, coordinate and implement such activities of the Sub-Committee and volunteers including designating specific properties, requiring liability waivers, establishing review and reporting procedures and conducting minor maintenance per stewardship plans adopted by the Conservation Commission. The Sub-Committee shall also coordinate educational training sessions and material for the members and the community. The Sub-Committee shall respect private property rights and shall not enter private land without permission.

#### **SECTION IV: DUTIES:**

The duties of the Sub-Committee shall be to conduct meetings, develop stewardship techniques and implement long-term stewardship strategies, including undertaking minor maintenance of trails and open spaces in accordance with adopted stewardship plans and organize volunteers. The Sub-Committee may seek advice and use volunteers including groups such as Scouts, students and others to assist it in the fulfillment of its duties and purposes as it deems appropriate. The Sub-Committee shall report as necessary to the Coventry Conservation Commission and submit an annual report to the Coventry Town Council of its activities. These volunteers shall have no other authority than any other citizen.

Adopted: May 4, 2015

Revised: