

Meeting Minutes – 02/11/2026

Attendance:

- Mike Toohill - Chair
- Ana Lockwood - At Large
- Colleen Shapiro - Parks and Recreation
- Chris St.Germain - Conservation

Approval of Minutes

- The committee reviewed the minutes from the December 10, 2025, meeting.
- It was noted that no meeting was held in January 2026 due to a posting error at the Town Clerk's office.
- A motion to accept the December 10th minutes as drafted was made by Ana and seconded Colleen
- The motion passed unanimously via roll call.

Bylaw Process Update

- Mike Toohill (Chair) reported on a meeting with Town Counsel (Adam Costa) regarding the draft bylaw and mission statement.
- Counsel recommended that the Select Board serve as the appointing authority for the committee, rather than the Planning Board, to improve political viability.
- The committee discussed ensuring that representatives from other boards (Parks, Conservation, Agriculture) are appointed directly by their respective groups to avoid unnecessary bureaucracy.
- Mike is scheduled to present the draft bylaw to the Bylaw Review Committee on February 12, 2026.
- The committee aims to get the bylaw on the Town Meeting warrant before it closes on March 16th.

Committee Membership Status

- The committee is still awaiting a response from the Agricultural Commission (AgCom) regarding their interest in a designated seat.
- If no response is received by the next meeting, the committee may vote to return that seat to an "at-large" position.

Other Board Reports

- **Conservation Commission:** Chris reported significant turnover, with himself and Mary stepping down as full commissioners but remaining as associates. He provided a

positive update on the new Conservation Agent, Jamie, noting her professionalism and thoroughness.

- **Economic Development Council (EDC):** Ana reported that the EDC is researching how other towns, such as Leominster, manage projects and events with limited budgets.
- **Parks Commission:** Colleen noted her term on the Parks Commission ends in May, but she may continue as the representative to Open Space if the commission agrees.

Meeting Schedule

- **March 11, 2026:** Ana Lockwood will chair the meeting as Mike Toohill will be out of town.
- **April 8, 2026:** Regularly scheduled meeting.

Adjournment

- A motion to adjourn the meeting was made by Ana and seconded by Colleen.
- The motion passed unanimously.
- The meeting was officially adjourned at approximately 7:57 PM.

Minutes approved by roll call vote on 3/11/26

Respectfully submitted,

Michael Toohill, Chair