

## **Steele Farm Committee Charter**

### **Committee Name**

The Select Board (hereinafter referred to as the “Board”) shall appoint a committee to be known as the Steele Farm Committee (“Committee”) for the Town of Boxborough (“Town”).

### **Mission**

The core mission of the Committee will be to be stewards of the Steele Farm buildings and lands for the benefit of the Town and its residents consistent with the intent of the conservation and historic conservation restrictions.

### **Goals**

The Committee’s goals will include, but not be limited to, the following:

1. Vision: Develop new ideas that will enhance the Steele Farm’s usability, appearance, and preservation.
2. Buildings: Provide oversight to the maintenance and repairs of buildings on the property including, but not limited to the: farmhouse, barn, and icehouse.
3. Land: Provide oversight to the maintenance of the property including, but not limited to the: trees, trails, gardens, fields, Christmas tree areas, etc.).
4. Public Events: Approve the use of the Steele Farm for activities requested by town resident groups.
5. Education: Provide resources and sponsor events that help the town residents to understand Steele Farm’s historical, ecological, and cultural significance.

**Scope of Work** To accomplish these goals, the Committee’s scope of work will include, but not be limited to:

1. Work with other Town Administration and other Town committees to carry out the Committee’s goals.
2. Work with Town Administration to develop requests for proposals for building preservation and improvements.
3. Review and recommend proposals related to preservation and improvements.
4. Monitor progress of building preservation and improvements.
5. Work with the Department of Public Works (DPW) to address small repairs and building maintenance issues (e.g., gutter cleaning, light bulb replacements, etc.).
6. Collaborate with the Historical Commission and Society on issues related to the historical buildings.
7. Coordinate, support, and approve the property maintenance activities by the DPW, volunteer groups, and individuals.
8. Approve and coordinate the purchase and installation of features on the property (e.g., benches, toilets, viewing stands, etc.).

9. Schedule cutting of the hay field that ensures the safety of the bob-o-link nesting sites and encourages agricultural use.
10. Maintain a schedule for property maintenance that includes the responsible parties.
11. Maintain a list of the barn contents and their owners and have items removed that are no longer needed.
12. Coordinate with individual volunteers and volunteer groups, such as the Boxborough Land Stewards, to ensure that the trails are maintained.
13. Approve activities to be held at the farm (e.g., Winterfest, Road Races, Boy Scout Camping, etc.)
14. Develop a list of volunteers for different activities to support maintenance, special events, consulting, and other needs.
15. Develop educational expertise and materials for distribution at Town events and online.

### **Committee Organization, Meetings, and Reporting**

The Committee will comprise a minimum of five members all of whom shall be Town residents, and shall be appointed by the Board to staggered terms of up to three years. Appointees will possess knowledge, experience, and/or interest in identifying ways to help maintain and improve the Steele Farm Property. The Committee may also appoint Associate Members to assist it in any way it deems appropriate and necessary. Associate Members shall not, however, be entitled to vote.

The Committee will meet regularly, approximately once a month. A quorum of members must be present for the Committee to meet and conduct any business. The Committee will annually elect a Chair to preside over business and will elect a Vice Chair to lead if the Chair is unavailable. Each meeting will have minutes taken a Clerk or by a member of the Committee if the Committee does not have an elected Clerk.

All meetings of the Committee, or any subcommittee established by the Committee, will be held in a public location, properly posted, and open to the public, in accordance with the Massachusetts Open Meeting Law or held remotely if allowed by State law. Minutes will be approved by the Committee and will be uploaded to the Town website. The Committee will contribute a section to the Annual Town Report. The Committee will report periodically to the Board, which will appoint a Select Board Member as its liaison with the Committee. This liaison and the Committee Chair will determine if and when the Committee will make presentations to the Board.