



## OFFICE OF THE SELECT BOARD

30 Providence Road  
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*Peter Carlson, Chairman  
Colleen Roy, Vice Chair  
Mathew Often, Clerk  
Doreen DeFazio  
Ray Mead*

Adopted: July 20, 2021

### SELECT BOARD CHARGE

- NAME:** Open Space and Recreation Committee
- MEMBERSHIP:** 7 Members:
- One representative each from the Select Board, Planning Board, Conservation Commission, Recreation Commission, and Grafton Land Trust, designated each year by the respective organizations.
  - Two at-large members appointed by the Select Board for staggered two-year terms, with the initial appointments being one one-year term and one two-year term.
- TIMETABLE:** To begin upon appointment and end June 30, 2028
- MEETING SCHEDULE:** The Committee shall meet at least annually.
- MISSION:** Coordinate the implementation of the Open Space and Recreation Plan (OSRP) Seven-Year Action Plan among the various departments, boards, committees, and organizations that are responsible for the action items.
- RESPONSIBILITIES:**
- Assign primary responsibility for each action item to one department, board or committee. Generally, that will be one of the entities identified as responsible parties for the item, but in some cases (to be determined by the Committee), the Committee itself may be the most appropriate primary responsible party.
  - Revise the action plan, if necessary, to reflect changing circumstances and new information.
  - At least annually, report on the status of all action items (e.g., actions taken, progress towards completion) to the boards represented on the Committee and to the public.
  - Produce a summary report for inclusion in the annual town report.
  - With support as needed from Town staff, maintain a presence on the Town Web site with the current OSRP and status of the action plan, for viewing by the public.
  - Coordinate with the Town Master Plan Committee on inclusion of the Open Space and Recreation Plan in it.

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