

From: [Amanda L. Lessard](#)
To: [Yvette Meunier](#)
Subject: RE: Open Space Plan w Northstar
Date: Friday, May 8, 2026 11:53:02 AM

Hi Yvette,

I thought I'd be better able to answer your questions on a call but when I tried you earlier in the week and just now I didn't have the option to leave a message; just a recording that the line was not available and to try again later. Apologies for not reaching out sooner. We're closed on Fridays but I'm working remotely for a few hours today and can be reached on my cell phone if you want to follow up 207-400-7618.

Windham contracted with Northstar for our open space plan just prior to covid so much of their proposal around community engagement had to shift and the project schedule was delayed but that was no fault of theirs and they were very flexible and responsive during the process. We had a contract amount not to exceed and we negotiated a cost share for website hosting that hadn't been originally envisioned, and then they went over hours estimated but did not bill the Town for that work. We've also worked with Northstar a couple of more times since then where they were a subconsultant on a couple of other plans and mostly managed the community engagement piece of North Windham Moves and South Windham-Little Falls Master Plan, and I think the lesson learned around surveys, hybrid meetings, alternative ways to advertise have showed up in improved processes with increase public participation. We're also currently negotiating a contract with Northstar for some ordinance work for ordinance work to implement our Economic Development Master plan, so I'd hire them again for a similar project.

Best of luck on your plan!

Amanda

Amanda Lessard, Assistant Town Manager
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possession of public officials about town business are considered public records. This means if anyone asks to see it, we are required to provide it. There are very few exceptions. We welcome citizen comments and want to hear from our constituents, but please keep in mind that what you write in an email is not private and will be made available to any interested party.

TOWN OFFICE HOURS M: 7-5, T: 7-6, W: 7-5, Th: 7-4, F:CLOSED.

From: Yvette Meunier <planning@bowdoinham.com>

Sent: Friday, May 1, 2026 12:07 PM

To: Amanda L. Lessard <allessard@windhammaine.us>

Subject: Open Space Plan w Northstar

Warning: Unusual sender <planning@bowdoinham.com>

You don't usually receive emails from this address. Make sure you trust this sender before taking any actions.

Hello Amanda,

I staff the Comprehensive Planning Committee in Bowdoinham and we are currently interviewing firms to help us write our first Open Space Plan. I am checking references and Northstar had you listed as writing Windham's Open Space Plan.

I have the following questions I would like to ask you either in writing or over the phone if you would prefer, I could set up a time next week to chat.

1. Did the consultant stay on schedule and within budget?
2. How responsive were they to staff and committee questions or concerns?
3. Were expectations clearly communicated at the start of the project?
4. How did the consultant handle changes in scope or unexpected challenges?
5. Were public meetings, workshops, or surveys well-designed, accessible, and successful (did people show up and engage)?
6. Is there anything you wish they had done differently?
7. Were there any surprises—positive or negative—during the process?
8. Would you hire this consultant again for a similar project?

Thanks for your time and consideration. Have a great weekend.

Sincerely,

Yvette Meunier (she/her)
Director of Planning & Development
Town of Bowdoinham
207-666-5531