

JOINT HOLLIS CONSERVATION & AGRICULTURAL COMMISSIONS WORKING GROUP

Minutes of Meeting

January 12, 2018

Approved January 17, 2018

Members Present: Mark Post & Dan Harmon, Agricultural Commission; Jonathan Bruneau & Cheryl Quaine, Conservation Commission; Connie Cain, Staff.

M. Post called the meeting to order at 12:06 pm. Agenda items were briefly discussed. The site walk was conducted recently and the northern boundary was marked. D. Harmon added that a discussion on sharing non-public documents should be held, due to M. Post's absence in February.

M. Post shared that, at the January 4, 2018 Town Land Use Committee, two items were discussed in relation with the Stefanowicz Farm property: 1.) Trails and Signage, primarily on Woodmont West, but also a small trail on Stefanowicz Farm; and 2.) Proposed Recreational Fields on the Siergiewicz property on South Merrimack Rd instead of placing them at Stefanowicz Farm. If the purchase is approved at Town Meeting, M. Post will move forward with the proposed Stefanowicz Farm draft request for proposals (RFP). The entire RFP, including the lease, will need to be complete for BOS review in mid to late March. D. Harmon did not see negotiation items included in the lease, what items are anticipated? M. Post stated that several items still need to be resolved, such as lease payments, including capital improvements along with other items. Woodmont's lease history was discussed, D. Harmon felt that Stefanowicz Farm was not in the same condition that Woodmont was at the time of purchase, may not need the same level of capital improvements, if at all. He felt that a competitive bid process was more suitable. M. Post agreed, felt that context should be in the RFP, but may take some time to determine. J. Bruneau felt that the RFP wording should contain language that the Town may reject any bids that do not meet the criteria established in full. He gave some contract examples, and these were discussed.

M. Post said if time is available, the RFP should be available by late March to early April for interested bidders. Timeline tentatively set as April 1st, RFP is available for bidders; with all proposals to be submitted within 30 to 60 days, or under this timeline, by June 1st, then recommendations tentatively would be brought to the BOS by August 1st, with possible BOS decision/award of bid by late August to mid-September.

D. Harmon asked what items would be negotiable or not; M. Post stated that draft lease would be in RFP package, but up to BOS. D. Harmon felt that the RFP should not give the impression that the lease language will change prior to awarding of the bid. The BOS will approve prior to RFP availability, but D. Harmon wanted to make sure that Town Attorney William Drescher (Drescher) will have the opportunity to review prior to public availability. He also would like the Conservation Commission (HCC) to weigh in on the RFP. M. Post proposed to deliver the final packet to the BOS for input prior to asking Drescher to review. Discussion about presenting documents to BOS, M. Post will discuss with Selectmen Peter Band and David Petry for scheduling a meeting for sharing of public information. D. Harmon asked about nonpublic documents being sent via email; all agreed that non-public documents would be via hard copy from C. Cain at Town Hall. C. Cain will review non-public policies with Kim Galipeau, Town Administrator.

C. Quaine created a criteria structure document as a draft; discussion of draft ensued. C. Quaine will take comments, revise document, and submit to C. Cain for distribution. Members should remember this is a "relative" ranking.

C. Quaine had also created a draft lease agreement. Discussion of draft lease ensued, with proposed changes to be incorporated into the document, and submitted to C. Cain for distribution. Further discussion was tabled to the next meeting.

UPCOMING MEETING(S)

At the next meeting, the lease and RFP packet will be discussed. Friday, January 19th at noon was scheduled for the next meeting. (STAFF NOTE: This was rescheduled to Wednesday, January 17th at noon. CC) C. Quaine will have revised documents to C. Cain by Tuesday, January 16th for distribution. D. Harmon handed out a non-public document for review by members.

ADJOURNMENT

M. Post motioned to adjourn the meeting; seconded by J. Bruneau. Members were in favor, none opposed, and the meeting was adjourned at 2:04 pm.

Respectfully submitted,
Connie Cain
Staff