

1 JOINT HOLLIS CONSERVATION & AGRICULTURAL COMMISSIONS
2 WORKING GROUP

3 Minutes of Meeting

4 June 2, 2017

5 Approved September 25, 2017

6
7 Present: Mark Post and Dan Harmon, Agricultural Commission Members; and Jonathan Bruneau and Mary Jeffery,
8 Conservation Commission Members.

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10 The meeting was called to order at 3:45 pm.

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12 **PROPOSED BID PACKET –STEFANOWICZ ONE YEAR LEASE**

13 M. Post stated that the workgroup will be presenting the bid packet to the Board of Selectmen (BOS) on June 26, 2017;
14 this is for the 1 year Stefanowicz Agricultural lease to commence on November 1, 2017. D. Harmon asked if an informal
15 presentation had been made to the BOS to date. M. Post answered yes, there had been a presentation to the BOS during
16 the May 8, 2017 meeting. The only issue brought up was the potential Recreation fields; additional information should
17 be available from the BOS minutes of the meeting.

18
19 M. Post used Woodmont's current lease as the basis to create the Stefanowicz Request for Proposals (RFP). He
20 removed items pertaining to dates, other than that the proposed lease is the same document. He pointed out that the
21 lease will start on November 1, 2017. The final lease agreement will be negotiated by the BOS after the award is
22 approved. D. Harmon felt that a timeline should be presented as part of the bid packet to avoid confusion. After
23 discussion, the group agreed that the bid cover sheet will include a time line.

24
25 Following an extensive discussion, the following dates were proposed, should the BOS approve the bid packet:

26 June 26, 2017 – BOS approve the Bid Packet, and it becomes available for prospective bidders shortly thereafter;

27 September 8, 2017 – Final date for bid submissions to the Town;

28 October 11, 2017 – Award notice(s) to be sent;

29 October 31, 2017 – Lease(s) signed and executed by this date.

30 M. Post reminded everyone that the BOS will have the final approval of this timeline and final approval of any potential
31 lease(s).

32
33 D. Harmon asked if an informational meeting would be held for prospective bidders, to answer questions that may
34 arise. After discussion, Friday, August 11, 2017 was set as the tentative date; Friday, August 18, 2017 was established
35 as an alternate date, with the location to be determined. Telephone or email enquiries were also discussed; contact
36 point after the informational meeting and communication to bidders to be decided.

37
38 M. Post asked if GPS points could be established; J. Bruneau will address. M. Post would like to replace the
39 topographical and soil maps in Appendix A with a simplified version of the survey to avoid confusion; agreed.
40 Appendix B will be left as is, as it provides the location of the fields and forms the basis of the lease. M. Post will also
41 review the bid packet with Selectmen Petry at the next Agricultural Commission meeting on June 22, 2017.

42
43 M. Post motioned to accept the proposed bid packet for presentation to the BOS, with the dates as given above; J.
44 Bruneau seconded. All members in favor, none opposed, and the motion carried 4-0-0.

45
46 **MINUTES**

47 M. Jeffrey motioned to accept the minutes of the public meeting of March 31, 2017 as written, seconded by J. Bruneau.
48 All members in favor, none opposed, and the March 31, 2017 public minutes were approved 4-0-0.

49
50 M. Post motioned to approve the non-public minutes of March 31, 2017 as written and to keep them sealed until voted
51 to release to the public, seconded by M. Jeffery. All members in favor, none opposed, and the minutes were approved
52 and kept sealed.

53
54 **ADJOURNMENT**

55 M. Post motioned to adjourn the meeting; seconded by D. Harmon. All members in favor, none opposed; the motion
56 carried and the meeting was adjourned at approximately 4:30 pm.

57
58 Respectfully submitted,
59 Connie Cain
60 Staff