

Town of Monkton
Conservation Commission
DRAFT MEETING MINUTES
Monday, July 28th, 2022 7:00pm
Meeting via Zoom/Phone

Members Present: Ann Johnston Miller (Chair), Nancy Wilson (Vice-Chair), Debra Sprague (Treasurer), Jaime Schulte (Clerk), Caroline Alves

Members Absent: None

Guests Present: None

Ann called the meeting to order at 7:10pm.

Old Business

- **Consider the draft Request For Proposals (RFP) document relating to professional fine-scale mapping of Monkton.**
 - A cross-committee Project Panel was formed by the Conservation Commission (MCC) in early July to create the Request For Proposals document and facilitate the RFP process.
 - Panel members:
 - Ann Miller (Conservation Commission, Chair)
 - Laura Farrell (Agricultural & Natural Areas Committee, Chair)
 - Ivor Hughes (Planning Commission)
 - John McNerney (Selectboard, Town Forest Committee)
 - Callie Brynn (Town Forest Committee, Chair)
 - Debra Sprague (Conservation Commission)
 - Jaime Schulte (Conservation Commission, Agricultural & Natural Areas Committee, Development Review Board, Town Forest Committee)
 - Anna Lester
 - The Project Panel met on July 6th, 19th, and 27th to work on a draft of the RFP document.
 - Likely RFP process timeline:
 - 7/28 - MCC reviews and approves the draft RFP for sharing with the Planning Commission and Selectboard for feedback (in that order).
 - 8/2 - Planning Commission discusses the RFP and provides feedback.
 - 8/4 - Project Team meets to update the RFP with feedback from Planning and sends the updated RFP to the Selectboard (and MCC).
 - 8/9 - Selectboard discusses the RFP and provides feedback/approval/etc.
 - 8/15 - MCC meets (Project team invited) and finalizes the RFP.
 - 8/23 - Potential second meeting with the Selectboard (if needed)
 - Mid-August - RFP is posted and shared with vendors
 - Mid-September - RFP responses are due.
 - Early October - Vendor is selected.
 - Mid-Late October - kickoff meeting for the project with the selected Vendor.
 - **Caroline moved to accept the draft Request For Proposals and share it with the Planning Commission and Selectboard for their feedback. Nancy seconded. No further discussion. All were in favor (5-0-0).**
 - Jaime will share the RFP with Ivor Hughes, to share with Planning as the next step. Ann will email the Selectboard to get the presentation of the RFP on their agenda for August 9th.
- **Consider the draft Morse Park Management Plan content.**

- Review postponed to the regular August 15th meeting? Jaime to send the Rec Committee's feedback from April 2021 along with the revised Management Plan for the committee to review before the 15th.
- **Other business**
 - Debra shared that the Uprooter tools purchased with the Tiny Grant are being shipped.
 - Nancy is not receiving emails from the MCC email distribution. Jaime will follow up with the webmaster.

Adjournment

- Jaime moved to adjourn. Debra seconded. All were in favor (5-0-0). Adjourned at 8:03pm.

Respectfully submitted,
Jaime Schulte
Clerk