



CITY OF DOVER

DOVER CONSERVATION COMMISSION – FOREST MANAGEMENT SUBCOMMITTEE - MINUTES

Meeting Type: Regular Meeting
Meeting Location: **1st Floor Conference Room** - 288 Central Avenue, Dover, NH
Meeting Date: Monday, November 4, 2019
Meeting Time: 5:30 pm

MEMBERS PRESENT: Steve Fellows, Rick Schnable, Anna Boudreau (5:37), Robert Atwood, Amy Kramer-Perry

STAFF PRESENT: Steve Bird (City Planner)

OTHERS PRESENT: None

1. CALL TO ORDER

The meeting was convened at 5:33 PM

2. APPROVAL OF PRIOR MEETING MINUTES

Atwood motioned to approve the 9/3/19 minutes, Schnable seconded. Vote: 3 in favor, Kramer-Perry abstained

3. DISCUSS RFP FOR HIRING FORESTER FOR FOREST MANAGEMENT PLANS

Committee discussed the RFP process and content of the RFP. Bird indicated that the RFP was issued on October 1st and responses are due on 11/13/19. The City Purchasing Agent has prepared a scoring sheet that will be modified to use a 1 to 3 scale, with 3 being the highest score. Discussed the interview process. Discussed the selection criteria to determine qualified firms and ranking them prior to reviewing costs. Depending on the number of responses received, Bird will contact Fellows to figure out the next step. Committee members will be sent the responses via e-mail and will score each. Scores will be sent by members to Bird by November 22nd if there are 3 or less responses and on November 25th if more than 3 responses. For interviews Bird and the Purchasing Agent will be included along with the core members – Fellows and Boudreau. The remaining members can participate if they would like. Discussed the possibility of needing to meet again before the December meeting.

4. DISCUSS PROPOSED URBAN TREE PROJECTS

Schnable revised a list of ideas related to street trees, prioritizing the list and setting timelines for each task. Bird indicated that the cemetery nursery idea could be impacted by the proposed Facilities & Grounds building in the cemetery. Schnable stated that we should wait to see how much of the inventory of trees is completed by the grant.

5. DISCUSS COASTAL RESILIENCE MUNICIPAL PLANNING GRANT

Bird discussed the grant submitted to DES Coastal Program that includes a task to conduct an urban street tree inventory and plan. This committee will act as the local sounding board for the project. The grant won't begin until next January or February. Schnable volunteered to help SRPC conduct the inventory of trees. The geographic area of the inventory will need to be determined.

Fellows discussed some good ideas that he got after attending the NHACC conference last week.

6. SET DATE FOR NEXT MEETING

Committee set Monday, December 2 at 5:30 pm as the next meeting.

7. ADJOURNMENT

Fellows declared the meeting adjourned at 6:45 pm.