

**CONSERVATION COMMISSION
PUBLIC UNDEVELOPED LANDS ASSESSMENT (PULA) MEETING**

**1 JUNKINS AVENUE
PORTSMOUTH, NEW HAMPSHIRE
PLANNING DEPARTMENT CONFERENCE ROOM**

3:30 P.M.

JANUARY 8, 2009

MEMBERS PRESENT: Chairman Steve Miller; Vice Chairman James Horrigan; Members, Allison Tanner, Skye Maher, Barbara McMillan, Eva Powers

MEMBERS ABSENT: Brian Wazlaw, Alternate Mary Ann Blanchard

ALSO PRESENT: Peter Britz, Environmental Planner/Sustainability Coordinator, Rick Taintor, Planning Consultant

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I. APPROVAL OF MINUTES

October 29, 2008

It was moved, seconded, and passed unanimously to approve the minutes as presented.

II. OUTLINE OF WORK NEEDED FOR PULA

Review draft of Request for Proposal

Mr. Britz suggested that they go through the draft RFP and make comments for additions, deletions, and other changes. The following suggestions were discussed:

- Ms. Powers said she would like to see the words “improve wildlife and habitat” incorporated into the Task 2 section.
- Mr. Taintor suggested combining the last two bullets items in Task 3.
- Mr. Britz said he would include something about public access in the Task 3 area.
- There was discussion about identifying sites where dogs would or would not be allowed.
- Mr. Taintor stated ADA requirements would need to be considered if trails were built on various parcels.
- There was detailed discussion concerning wildlife corridors.
- There was discussion about the number of parcels to be evaluated.
- Vernal pools were discussed with relationship to this evaluation.
- The committee discussed how to gather public input.
- Chairman Miller suggested adding “invasive species” in the Task 2 section.

- Vice Chairman Horrigan suggested that Task 5 of the RFP be more specific as to when meetings will be happen and who will be requesting them. Mr. Britz suggested revising the RFP to say that the consultant will meet with City staff and the PULA committee a minimum of three times and as requested by the PULA committee.
- Mr. Taintor suggested indicating on the RFP that some level of site visits would be required.
- Ms. Powers pointed out the seventh bullet down under the Task 2 section and recommended adding “and have the potential for supporting rare or endangered species” to the end of that sentence.

Mr. Britz explained that there would be a mandatory pre-proposal meeting the first week of February with the bids due a few weeks after that. He suggested that the chair and two committee members review the applications and determine what firms they would like to interview. He said he did not know how much it would cost to do the work but after receiving the proposals, they would have a dollar amount. Once that was determined, they could then submit a dollar amount to the City Council. He added that the committee would have to recommend spending from the Conservation Fund to the City Council. The City Council would then have to authorize the expenditure. Then the chosen firm could be hired.

Chairman Miller asked about the timeline. Mr. Britz said that he thought the consultant work could begin in April and could run through the spring, summer, and fall. He suggested that a report could be given by December. He wanted to make sure that the consultant had a field season to complete the work.

Mr. Britz thought it would be a good idea to gather input from other groups after the committee has done their final draft review. It was decided that an initial meeting was not necessary prior to the two public hearings. It was determined that three public hearings would be better.

Ms. Maher said she would like to communicate to the applicants in the pre-proposal meeting that they try to be sensitive to the fact that this is for the Conservation Commission and ask them to eliminate the use of plastic and excessive paper use. Mr. Taintor said that some committees specify a one page cover letter, a proposal not to exceed ten pages, and general company information not to exceed twenty pages. Mr. Britz suggested asking for four copies and a digital copy.

Chairman Miller stated that there was interest early on in process about exploring educational uses for some of the properties. Mr. Britz felt that the educational component could be added to the Task 3 section.

Vice Chairman Horrigan mentioned that he, along with Chairman Miller and Ms. Blanchard met with the mayor about a month ago, and he said that the mayor seemed very anxious to get this project done.

There was considerable discussion on how the report should be presented in order to make it easy to put on the City’s website and easy to access. Mr. Britz said that he would work on improving the wording in the last paragraph in the Task 1 section pertaining to this.

Mr. Taintor asked how the consultant would get paid. Mr. Britz said that he thought the consultant should be paid a proportional amount at the completion of each task. Mr. Taintor suggested including that information in the RFP.

Chairman Miller asked what the next steps with the RFP would be. Mr. Britz explained that he would make the suggested changes to the document and would try to get the RFP out next week. He asked the committee members if there was anyone that they would like to see be a part of this project. Ms. Maher said that she would like to see Rick Vanderpoole involved. Mr. Britz added that he would like to see Mark West involved in some way since he has done so much with the City. Mr. Britz said it would be advertised in the paper and put on the City's website. Mr. Taintor suggested getting a list of firms from the NH Office of Energy and Planning.

Chairman Miller stated that the next meeting of the committee will be scheduled when there are proposals to review.

III. ADJOURNMENT

At 5:10 p.m., it was moved, seconded, and passed unanimously to adjourn the meeting.

Respectfully submitted,

Liz Good
PULA Recording Secretary

These minutes were approved at the Conservation Commission meeting on July 14, 2010.