

1. We'd like to change the meeting time to start at 7 pm. Way back when I joined the commission we started at 7 and changed it to 7:30 by voting for that change. Do we need to ask the SB about the time change or can we just go ahead and post the earlier start time? You do not need to ask the Selectboard for permission to change the meeting time. After the vote be sure to let Duncan know of the new time so he can update the website and be sure to put the new time on all agendas.
2. We put "Matters Arising" at the end of the agenda but there are some concerns that it is not okay to bring up unexpected business due to open meeting laws that require public notice of content. Could you weigh in on this? Usually whatever comes up is not a big deal item; it's more like –'let's not forget to do this" or 'so and so is giving a talk Sunday' or similar things. I would suggest adding something to the beginning of the agenda called something like "Additions, deletions, and modifications to the agenda". It is not good practice to add items to the agenda and in general they should be added to the next agenda, or a special meeting should be called if they cannot wait until the next agenda. If it is something simple and mostly informational, then that can be added. But do not add action items or discussions on topics that the public would likely want to comment on.
3. In discussions with Jon Kart it has become clear that to manage harmful introduced weeds in Richmond we would need a person dedicated to that purpose, who could coordinate efforts with volunteers and institutions. I believe, though it doesn't say so anywhere, that CRF funds cannot be used to hire people. They can be used for contractual work. Could we hire a contractor to work on weed management? I assume we'd need to have the application come from another organization, but I am not sure about that. Any advice you can give us on how to attain this goal would be helpful. I am not that familiar with the rules for use of the Conservation Reserve Fund. I assume that fund can be used to hire contractors because it has been used to hire firms like Limb Walker for tree management. I am not sure what other organization could write the proposal, but perhaps it could be the Trails Committee, Andrews Community Forest Committee, or the Tree Warden?
4. If we wanted to get a contractor to deal with the bindweed on the trees planted on Volunteers Green, would we or the applicant need to send out an RFP? Who reviews the RFP's – the town or the RCC? We would need to follow the procurement policy (see attached). When we have worked with committees on purchasing in the past it seems to work best if the Committee draws up the scope of work and then we can help get that into an RFP format. It is also helpful if the Committee has a few ideas of vendors to send the RFP to.
5. Does the town have any mapping units (like handheld GPS units) that RCC or other volunteers could use? We don't have any handheld GPS units. Is there maybe a phone app that could accomplish this?