

Memorandum

To: Richmond Selectboard

From: Richmond Conservation Commission (RCC)

Date: 09/22/2026

Re: Request for Selectboard discussion and approval to issue RFP for Invasive Plant Management at Volunteers Green and Overocker Park

Purpose

The Richmond Conservation Commission (RCC) requests time on an upcoming Selectboard agenda to (1) discuss the need for invasive plant management at Volunteers Green and Overocker Park, (2) share the RCC's intent to fund this work through the Conservation Reserve Fund (CRF), and (3) seek Selectboard approval to issue the attached Request for Proposals (RFP) for bid.

Background

The RCC has developed a template RFP for invasive/non-native species management on Town land and used it to prepare a project-specific RFP for two Town-owned, riparian sites along the Winooski River: Volunteers Green (~4 acres) and Overocker Park (~35 acres). The RFP (attached) covers site assessment and mapping, a written treatment plan, treatment implementation, post-treatment monitoring, and native plant restoration, structured as a multi-year (3–5 year) management approach with annual contracting.

The RCC intends to fund this project through the Conservation Reserve Fund. Under the CRF Policy, the Conservation Commission reviews and makes a recommendation on proposed CRF projects, and the Selectboard then determines whether to proceed, holds a duly warned public meeting for community input, and gives final approval by majority vote.

Why This Is Coming to the Board Before Bidding

RFPs do not typically require Selectboard approval before being issued. However, because this project is intended to be funded through the CRF, and because the RCC would ultimately be reviewing and voting on its own CRF application (to make a recommendation to the Selectboard), the RCC discussed this sequencing with Josh Arneson. His recommendation is to bring the project to the Selectboard first: to discuss the need, disclose the RCC's plan to request CRF funds, and seek Board approval to issue the RFP, all at the same meeting. This keeps the Selectboard informed from the outset, gives Board members the opportunity to raise questions, object, or propose edits to the RFP before it goes out, and is consistent with the fact that CRF spending will ultimately require the Board's approval regardless.

Requested Action

The RCC respectfully asks the Selectboard to:

1. Discuss the need for invasive plant management at these two sites and the RCC's intent to seek CRF funding for the work;
2. Review the attached RFP and share any comments, objections, or requested edits; and
3. Approve issuance of the RFP for public bidding.

Next Steps

Following approval, the RFP will be issued and bids collected. Submitted bids will be reviewed per town policy, and a contractor will be selected. Then a CRF application will be submitted for the selected proposal, which will return to the Selectboard, including a duly warned public meeting, for funding approval. RCC does not have a cost estimate for the project at this time.