



# TOWN OF BOW

## Conservation Commission

10 Grandview Road, Bow, New Hampshire 03304

Phone (603) 223-3970 Fax (603) 225-2982

Website: [www.bownh.gov](http://www.bownh.gov) Email: [conservation@bownh.gov](mailto:conservation@bownh.gov)

**Approved as amended on May 13, 2019.**

### **Bow Conservation Commission**

**Meeting – May 8, 2019**

### **Minutes**

The regular meeting of the Bow Conservation Commission was held on Wednesday, May 8 at 6:00 p.m. Chair Sandy Crystall called the meeting to order.

Members present: Sandy Crystall, Amanda Kallenbach, Michael Hansen, and Wendy Waskin. Bob Ball was excused.

### **Items for Consideration/Discussion**

#### **Natural Resources Inventory (NRI) Request for Qualifications/ Proposal (RFQ/P) – Proposals received.**

The members began with discussing the scoring method outlined in the RFQ/P. Then they took some time to review the four proposals individually and complete scoring (if it hadn't been completed before the meeting). After reviewing the proposals individually, the members discussed and compared the proposals and announced their scores for the lowest scoring and the top scoring proposal. It was suggested that interviews may be necessary in addition to the scoring, as well as checking references. The members discussed the two mid-range scoring proposals and compared them.

Then Ms. Crystall opened the cost proposals and members discussed similarities and differences (such as amount of field work included in cost). The members reviewed the scores for each proposal and Ms. Crystall added them to a summary scoring sheet. The members also discussed how to follow up with references for the top-scoring proposal and which questions they should to ask, as the reference followup was divided among members present.

The general consensus was to discuss the feedback from the references after the members make the phone calls or contacts. The next meeting of the Commission is on Monday, May 13<sup>th</sup>, which is when any discussion and followup will occur.

#### **Unapproved Minutes 4/15/2019.**

The minutes were deferred to a later meeting.

*Ms. Kallenbach made a motion, duly seconded by Ms. Waskin to adjourn the meeting and the vote was unanimous. Meeting adjourned at 7:50 PM.*