

**McLean Land Management Committee**  
Meadow Reclamation RFP Subcommittee  
March 9, 2006

The meeting was called to order at 9:04 am.

Present were sub-committee members: Andy Healy, Carla Moynihan and Wes Ward. Member Ellen O'Brien Cushman was absent.

Carla called the meeting to order indicating that she had spoken to Ellen by phone in the morning to understand her concerns and comments to the breadth of the RFP. Andy indicated a similar conversation. Carla stated they would consider issues specifically as the RFP draft is developed.

Discussion involved setting limits for the RFP: short and long term management recommendations; three meadows involved are the McLean farm, Great Meadow and the remaining half of the Heart-shaped Meadow; methods of controlling invasives; timetable for responses; timetable for maintenance activities to limit regrowth; experience requirements and references for consultant; contractors to perform the work and estimated costs of these activities.

A draft of the RFP was prepared by the group. This will be sent to all sub-committee members for review and comment via email. Ellen will take the final consolidation of the comments, collect the names of possible consultants and arrange to send the materials to the recommended list. She should also arrange with Community Development to receive and log the responses to the RFP. She will leave a copy of the RFP with them in case an as-yet unidentified consultant would like to bid.

It was estimated that the value of the contract would be less than \$5,000.

Meeting was adjourned at 10:45 am. Work product is publicly accessible RFP.

Respectfully submitted,

Carla Moynihan