

**RYE CONSERVATION COMMISSION**  
**Natural Resource Inventory Work Shop**  
**Tuesday, May 12, 2020**  
**1:00 p.m. – Via ZOOM**

*Members Present: Chair Suzanne McFarland, Sally King, Heather Reed, Karen Oliver and Danna Truslow (joined at 1:52 p.m.)*

**I. Call to Order**

Chair McFarland called the meeting to order at 1:06 p.m. and led the Pledge of Allegiance.

Karen Oliver was seated. (quorum present)

**II. Compliant Right to Know Statement**

Statement by Chair McFarland:

*As chair of the Conservation Commission, I find that due the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.*

*Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:*

*Utilizing Zoom for this electronic meeting. All members of the Commission have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this or by clicking on the following website address: [www.zoom.com](http://www.zoom.com)  
Meeting ID: 886-1158-1166 Password: 646081*

*We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Commission at [town.rye.nh.us](http://town.rye.nh.us) on the Conservation Commission page and click on agenda for this meeting.*

*In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.*

*Please note that all votes that are taken during this meeting shall be done by roll call vote.*

### **Attendance by Roll Call:**

- Danna Truslow
- Karen Oliver
- Heather Reed
- Suzanne McFarland

*(All members noted that there was no one else present in the room with them for the work session.)*

### **III. Approval of Minutes**

- **April 28, 2020**

The following correct was noted:

- Page 2, 2<sup>nd</sup> motion should be to approve the minutes of **April 21, 2020**.

**Motion by Suzanne McFarland to approve the minutes of April 28, 2020 as amended.**

**Seconded by Sally King.**

**Roll Call: Heather Reed – Aye; Karen Oliver – Aye; Sally King – Aye; Suzanne McFarland – Yes**  
**Motion passed.**

- **May 5, 2020**

**Motion by Suzanne McFarland to approve the minutes of May 5, 2020 as presented.**

**Seconded by Heather Reed.**

**Roll Call: Heather Reed – Aye; Karen Oliver – Aye; Sally King – Aye; Suzanne McFarland – Yes**  
**Motion passed.**

### **IV. Review and Finish Request for Proposal (RFP)**

The Commission reviewed the RFP for Natural Resources Inventory work, draft dated May 12<sup>th</sup>, which was presented on the screen by Member Reed. Suggestions from Member Truslow and notes from Amanda Stone and Lisa Wise were incorporated by Member Reed into this draft.

### **Comments:**

- Summary - No changes or issues were noted. The dates will just need to be added.
- Task A: Coordination – Changes from Amanda Stone/Lisa Wise were incorporated. No other changes from Commission.
- Task B: Existing Data Collection – It was noted that ‘Assessing Department’ should be used instead of ‘Tax Department’.
- Task C: Field Data Collection – “agreed upon in a separate written agreement” was added.

- Task D: Mapping and GIS Database Compilation
  - #2 – “Rye Tax Department” was changed to “Rye Assessing Department”.
  - #3 – The Commission removed some wording from this section (“other permanent openings”). All agreed with the change, which was in response to Amanda Stone’s comments on the draft.
  - #6 – Wetlands added.
  - #8 – Updated by Member Truslow to be more specific.
  - #11 – “Rye” was added.
  - #14 – It was agreed to remove.
  - #18 – “NH” was added. Also added “Seavey, White, Lunging and Star”, along with “with consultation provided by the Executive Director of the Shoals Marine Lab”.
  - #19 – Updated by Member Truslow. It was agreed to change the word “Include” to “Map”.
- Task E: Draft Master Plan Revisions – It was suggested by Amanda Stone to be specific on how the master plan would be updated. It was agreed that this section should be reviewed with the Planning Board Chair Patricia Losik and/or Planning Administrator Kim Reed. It was also agreed to discuss with Pat and Kim on whether this should be budgeted separately, as was suggested by Amanda Stone.
- Section 4 – It was agreed to add “Marine Resources” to the title.
- Section 9: Threats and Recommendations - Amanda Stone suggested having an action plan. The top priorities for this year, followed by the next two years, should be listed. This will be a working document so action plans should change every couple of years. It was agreed that this section should be ‘Threats and Recommendations (compiled and including a list of action items)’.

## V. Next Steps

- Planning Board Chair and Planning Administrator to review.
- The intent is to seek four or five consultants to send the RFP to.
- The final RFP will be sent back to Amanda Stone and Lisa Wise for review by Member Reed.
- Tracy Degnan will be sent the consultation list for her thoughts.
- Member Oliver will look into having the RFP posted in the NH Association of Natural Resource Scientists Newsletter.

## Adjourn

**Motion by Karen Oliver to adjourn at 2:30 p.m. Seconded by Danna Truslow.**

**Roll Call: Karen Oliver – Aye; Heather Reed – Aye; Danna Truslow – Aye; Sally King – Aye; Suzanne McFarland – Aye**

**Motion passed.**

Respectfully Submitted, Dyana F. Ledger