

Hampton Conservation Commission  
Natural Resource Inventory Subcommittee  
Monday March 15, 2023

**I. Call to Order: 3:04pm**

*Present:*

Deborah Wrobel

Jay Diener

Pat Swank

*Staff:* Brianna O'Brien

**II. Review and discuss RFP from 2020**

- a. The consensus of the group is that the draft RFP from 2020 still covers all of the Commission's wants and needs for the NRI. There are a few updates that need to be made based on things that have changed since it was written originally, like the existing resources that are referenced, but it is otherwise ready to move forward.
- b. The group discussed who might apply. Brianna will reach out to Abigail Lyon and Lisa Wise to ask for recommendations for consultants to reach out to.
- c. Brianna will look into the Town's processes when it comes to RFPs (how to post, etc) and ensure that the format matches what the Town is currently using. She will also ask whether it is appropriate to send a draft RFP to potential consultants to get a cost estimate.
  - o Another option is to put it out with a maximum bid and if the results aren't as we anticipate, we can change the maximum.
- d. Deb will draft an evaluation/selection criteria form.

**III. Review and discuss PREPA Grant**

- a. The group decided to pursue the PREPA grant.
- b. NRI's are a suggested use of the funds within the grant application. The estimated project cost listed is \$20,000.
  - i. Brianna will need to reach out to several qualified consultants to get an estimate for the work outlined in the draft RFP to ensure that the Commission is applying for an appropriate amount of money.
  - ii. Rye was given estimates ranging from \$17,000 to \$44,000
  - iii. In 2019 Amanda Stone estimated the Commission would need to spend \$10,000 to \$15,000
- c. The Commission will need to decide if/how much money they are willing to spend on top of the grant.
- d. The group discussed the outreach requirement of the grant. 15% of the awarded funds are required to go to outreach
  - i. Jay suggested webinars/in person talks/workshops throughout the process and with the finalized NRI

- ii. Printing and distributing the final NRI could also be outreach
- iii. Deb suggested incorporating iNaturalist and encouraging citizen science- this could also meet the diversity, equity and justice requirement
- e. Brianna will reach out to Abigail Lyon to ask if the Commission will need to identify a “qualified consultant” prior to the grant application. That could change the process entirely.

**IV. Adjournment: 4:05pm**