

Town of Washington
Forestry Committee
MINUTES: February 18, 2014

1.0 Assembly:

- 1.1 Meeting was called to order at Washington Town Hall at 4:10P.M.
- 1.2 Members present: Steve Hanssen, Al Krygeris, Tom Taylor (Chairman)
- 1.3 Guests: None

2.0 Minutes:

- 2.1 The members reviewed the minutes of the previous meeting held on January 14, 2014. Al K. moved to accept the minutes as corrected (two typos). Tom T. seconded the motion. All voted in favor.

3.0 Administrative:

- 3.1 Tom T. indicates that, during a telephone call earlier today, he told Anita Blakeman that it did not seem necessary for her to attend this meeting. The Forestry Committee is now in possession of three documents (attached hereto) that collectively provide a clear description of the scope of work to be performed by Ms. Blakeman. Both the Committee and Ms. Blakeman agree on the overall terms and objectives for the study. These documents are:

Attachment A: Listing of all Washington forest properties, updated by the Committee, entitled "Partial Update to Operable Acres Table, Page 8 to WTF-Management Plan of 12/6/99", dated 01/27/14.

Attachment B: Statement of Work by Ms. Blakeman, received February 17, 2014.

Attachment C: Email sent from Ms. Blakeman to Tom Taylor, dated February 18, 2014.

- 3.2 The attendees reviewed Attachment A and concluded that the document was accurate and complete. Al K. made a motion that the Forestry Committee adopt this listing and use it as a guide to structure the Table of Contents for the planned Addendum to the Management Plan. Steve H. seconded this motion and all voted in favor.

4.0 Old Business:

- 4.1 First: At Tom T.'s request, the group reviewed the Statement of Work (Attachment B) submitted by Ms. Blakeman. The attendees assessed the consultant's step-by-step work progress with regard to her Emailed request for a progress payment. It was determined that a progress payment was warranted to compensate Ms. Blakeman for both work in progress and already completed on steps one, two, and three of Attachment B, in the amount of \$887.50 as requested in her Email of February 18, 2014 (Attachment C). All agreed that the payment requested is justified and should be issued.

Second: Tom T. indicated that he now had the requisite information in hand to issue an amendment to the Letter Contract for Forest Services with Ms. Blakeman dated December 16, 2013. (*Note: This letter Contract was Attachment A to the Forestry Committee minutes of 14 JAN 14.*) The amendment (#1) will contain the level of effort, milestones, and payment amounts associated with each. He anticipated this amendment would be signed and issued within the next couple of days.

5.0 New Business:

- 5.1 It was agreed that the next meeting would be held in late April/early May 2014. The exact date is to be determined.

6.0 Incoming Correspondence: As described in Section 3.1 above (i.e., Attachments B & C).

- 7.0 There being no further business before the Committee, Steve H. motioned adjournment, which Al K. seconded. All voted in favor.