

**Meeting opened at 2:05 pm****Members present:**

- Alison Polido
- Doug Doty

**Staff present:**

- Rich Wallner
- Dan O'Donnell - Town engineer for North Reading

**Agenda Issues Discussed:**

1. Met with Dan O'Donnell to discuss the RFP for the Swan Pond project
  - a. Minor language edits made
  - b. Minor formatting edits made
  - c. RFP will have final review, then be posted to central registry
  - d. Timeline for RFP discussed. Plan is to keep RFP open for a two-week period once posted to the central registry.
2. After finishing the portion of the meeting with Dan, the remaining members/staff discussed the possible benefits of changing the title of the Forest Committee.
  - a. Current state law caps voting membership of the Forest Committee to 3 members
  - b. If the committee hopes to expand membership it will need to convert to a Tree Committee or a Forest & Tree Committee
  - c. There is precedence for this in other MA towns such as nearby Lynnfield
  - d. There does not appear to be a noticeable difference in scope between Forest and Tree committees, nor does it appear to impact the ability of the town and committee to receive grants towards this type of work
  - e. This does require further clarification and information though. Secretary to reach out to the Department of Conservation & Recreation for more information

**Next Meeting Scheduled:**

TBD

**Location:**

Town Hall, Room TBD

**Meeting Adjournment at 2:50 pm**

Respectfully Submitted  
Alison Polido, Secretary