

OFFICIAL CONSERVATION COMMISSION MEETING MINUTES

November 9, 2015

S. Couture called the meeting to order at 4:00 p.m.

Attendance: Steve Couture, Chair; Cindy Robertson Vice-Chair; JoCarol Woodburn, member; Deborah Miville, alternate; David Ross, Town Council Rep.; Phil Fitandides, member (4:08 pm); David Hess, member (4:13 pm)

Excused: Todd Lizotte, alternate

Public Input

None.

Meeting Minutes

C. Robertson motioned to approve the meeting minutes for October 8, 2015. Seconded by J. Woodburn. Motion passed. D. Ross abstained.

Appointments

a. Oliver Mack, Jr., Eagle Scout Project, Merrimack Riverfront Trails

O. Mack: For this project I plan on making three separate structures containing important information about the trail and surrounding area at the trailhead. On one sign, I will have the name of the trail, my name and who the trail is by or dedicated to. On the second sign, I will have any important information about the trail. On the third sign, I will have a brief overview about the history of the trail and the surround area. I would like to install the signs in April 2016.

S. Couture: Thanks for coming tonight and for the project. I have a question. You are proposing three separate signs. The one thing I am pretty certain we will have constructed by spring 2016 is the trailhead itself. I'm not sure how far out we will be building as far as installing separate signs along the trail. Did you give any thought to maybe a 3-sided kiosk where the 3 signs can be at the trailhead?

O. Mack: Yes, that was suggested by my Scout leaders.

S. Couture: There are some really nice examples of kiosks that have a nice center area with basic trail information, history and environmental information. All those aspects are important to the property. I think that would be a great asset for the town.

D. Ross: Plus, there's the impact of one structure versus three. The amount of work you would need to do would make it a good idea too. It maximizes the impact, but not only that, it maximizes your efforts too, instead of trying to work on 3 separate things. I would think that's a great suggestion. I also want to say congratulations and thank you very much. I think Troop 292 is going to make state or national news someday based on the amount of Eagle Scouts they are producing. Thank you for the hard work you're doing.

S. Couture: There's a good model at Livingston Park. I think that's a 3-window kiosk. We are imagining a large kiosk for the Merrimack Riverfront trails. The next step would be for you to come up with the design for the construction and materials that you are planning so you can bring them to us and we can make sure we are comfortable with what you are designing.

O. Mack: OK, I have a couple questions. Where would you expect these signs to be placed?

S. Couture: I would think at the trailhead, but we can work with you on that for an exact location.

O. Mack: I have a couple pictures of places they could potentially be located.

S. Couture: Let us give it some thought. We will get the opinion of the consultant who is designing the trail to see what he thinks.

O. Mack: At the last meeting you mentioned that there might be some funding. Are those funds still available?

S. Couture: Yes, we do have funds available but you would have to come to us and let us know how much you would need. Also I would check in with your requirements for the Eagle Scout project. From my understanding, typically some fundraising is involved with the project. I would check what your requirements are and let us know.

O. Mack: The requirements have changed in that we are allowed to ask for funds in addition to doing fundraising. My plan is to start building the signs in the winter, so I was wondering if you could sign off paperwork when I have that ready

S. Couture: The Commission would approve it and I would sign off on it as Chair. Our consultant is here now. Let's ask him what he thinks about the sign location.

D. Tatem: You have space at the entrance. I would think you would want it visible to the parking lot.

S. Couture: Is there enough space for 8-10ft for a three-panel kiosk there?

D. Tatem: Yes, there is enough space. We would actually design the gravel to walk up to the kiosk so you don't wear out the grass.

O. Mack: Thank you. I will come back with plans for my materials and cost estimates and with what the structure is going to look like.

S. Couture: Thank you and good luck. If you need anything from us, please let us know.

P. Fitanides: In the past with some of these projects, depending on what is it, some of the big box stores in town donate. You could approach them for any kind of donation, but an Eagle Scout project plus our project would give them some incentive to donate.

S. Couture: We look forward to seeing what you come up with.

O. Mack: Thank you.

b. Swift Corwin, Clay Pond Forestry

S. Corwin: We are talking about doing some timber harvest as part of the recommendations of the Clay Pond Stewardship Plan. The first section is at the border of Candia on Knowlton Road. The idea is to do patch cuts and group selections about an acre in size. The idea is to place them in areas that are upland away from the water flows. First, we would flag out all the wet spots and figure out how the machines would go in with a minimum impact. In my opinion the best access is from Knowlton Road coming in from Candia. It's a Class VI road. It goes by the farm. It crosses a culvert where a wetland crosses from west to east. That culvert is in good shape. It could use maybe one layer of stone on the top of it, but very few improvements are necessary for that road in contrast to N. Candia Road, which is hellacious. The idea of a timber sale is to do it in a way that it doesn't cost money to the Town.

S. Couture: To summarize, they developed the Stewardship Plan which references the timber cut. We got an estimate of what we would recoup from the timber harvest, after their fees, of approximately \$15,000. It could be less or more, it depends, but that's the ballpark figure. The one thing I wanted to clarify is there needs to be some Intent to Cut and permits and things like that.

S. Corwin: Before anything happens there is Intent to Cut, a minimum impact for forestry notification, and insurance certificates. I would hire a logger on behalf of the Town. The logger signs the Intent to Cut, and the stumpage payment he agrees to pay the Town includes the timber tax. The money comes in on a weekly basis while the timber sale is going on. I account for the

timber tax in each weekly amount we make. Once the job is done, we report the full volumes that have been cut, but the logger will sign the report of cut, and then the timber taxes will have been paid. That's how it works in a municipal sale.

S. Couture: I have a question on timing. When do you need to be authorized in order for this cut to occur?

S. Corwin: I don't want to pressure the town to come to an agreement before they are ready. I would recommend postponing the cut until next winter. We should ideally be planning this in August.

D. Ross: One thing I would add is this should be going out to bid.

S. Corwin: I could do it either way. The advantage of a bid is that you put it out to the market. The disadvantage is you lose the opportunity to work with someone you've worked with before that will go the extra mile and get the job done in a cooperative way. Either way, I know what the timber is worth because it doesn't fluctuate that much with a lower grade timber. Definitely if you are bidding, the time window is longer.

D. Ross: That was my thought if we put this out another year, then we have time to explore all our options. This is something the town has been looking to do for a while. As part of the overall part of the big picture, it's not the cost so much as having someone we can depend on to do the right things and get the most value out of it as well. This is our first foray into this so I want to operate carefully and do my due diligence.

D. Hess: Are there any other town parcels that you think would be appropriate to have logged? Maybe if they have been identified, we can include them in a package to look at all together.

D. Ross: This is a long-standing Council agenda item. There are a lot of properties in town that we could be looking at. That's a lot of money out there that we're wasting. We are not collecting it but we should be. Also, these forests suffer when they're not maintained. It's a double whammy right now by not having a plan. We have a year before this first operation so this can be the test pit. I just want to make sure that we do the best we can for the conservation lands and the town.

S. Couture: There are just a couple of things I want to touch on. The bid process is something we are OK with, and it helps to have an entity that we trust overseeing it, which we will. We want to gear it to make sure we are getting the type of harvester that we want and to give ourselves outs so that it doesn't have to be low bid. The other thing, I think we should run this idea to the Council to see if they want to do this and see if they want to add another town parcel. I don't want to take on too much since this is the first time we are doing it. Our priority is Clay Pond and implementing our stewardship plan. I'd be happy to build this a little bit so the Council and town can benefit some. I think moving forward, another reason we should go to Council is because I would want to ensure that the funds we receive from harvesting on the conservation land come back to the Conservation Commission to manage the land over time. There is no written policy on this. I think it's easy to make that case, but there has been no discussion on it yet.

D. Hess: I think it's easy to make the case because the land is under the jurisdiction of the Conservation Commission. We set the rules and as a courtesy, we will go to the Council ahead of time. I've been told under statute it's up to the Conservation Commission to manage the property.

S. Couture: It's the funds I want to be clear on.

D. Ross: The Conservation Commission manages the property but the Town owns it so it's a balancing act. In conservation it's a balance as well. One side is the health of the land and on the other side is maximizing the value. We are giving the town a foray into the other properties that aren't conservation properties.

S. Couture: Cawley conservation easement might be a great area for a timber harvest because it would be a learning experience for the students there too. There's another property on Route 27 that would be good for that too. I'm just throwing some ideas out there.

S. Corwin: There is a mechanism to having a town forest. There is a town forest committee and the money goes to the committee, which is a subset of the Conservation Commission, as I understand it.

S. Couture: Yes, I think a town can set it up that way. We have been asked about that. It's an option to look at especially on properties in town where we don't hold an easement and it's not under control of the Conservation Commission.

S. Corwin: The simplest thing is to bring it up with the Town Council and get a ruling.

S. Couture: Are people comfortable with me working with Swift more on that and we can present it as a staff report for a Council agenda item?

J. Woodburn: If we go out to bid is that something we would do?

S. Corwin: No, I would handle that.

S. Couture: So basically we would be looking at pulling something together for a staff report for next Wednesday. Is that something you and Jeff are OK with?

S. Corwin: The only difference is that we need to adjust the whole timetable.

S. Couture: Would it be possible for you and Jeff to get me something by the end of the week?

S. Corwin: Yes.

S. Couture: Perfect, then that gives Carolyn a couple days to put together a staff report at the beginning of next week. Thanks for coming in.

c. Dan Tatem, Stantec, Merrimack Riverfront Trails Project

D. Tatem: Steve and I talked last week about an update for you folks. As you all know, we had the public presentation last week. I thought it went very well. There were some abutter concerns and questions but I don't think there's anything you can do about those. The way we laid the trails was based on the wetlands and the existing trails that were already mapped out by current use. I don't have a whole lot for you tonight because we are still working on the structural aspect of it, which are the final details on the boardwalks and bridges. Steve asked that we discuss phasing and that is a big deal because we need to write your bid documents for this January knowing what money you have. Steve mentioned you have about \$270,000. My first question for you is if the money that you allocated for our contract is included in that \$270,000. You've spent about \$60,000 but I want to make sure that's not included in the \$270,000.

S. Couture: That's correct. That's in the base contract with Stantec. We said we would pay for our contract with Stantec from the Conservation Fund as our contribution in addition to what we already paid to acquire the property which, when all is said and done provided we don't have any other changes, is around \$123,000. The \$270,000 is made up of \$100,000 from the warrant article, \$100,000 from recreation impact fees, \$50,000 from the DRED RTP grant, and then I included the anticipated \$20,000 Moose Plate Grant application for the Ag Bridge. I gave Dan that total because we wanted to use that amount as the base for the bid process. It doesn't mean we have to spend it all but that's the basis for the \$270,000.

D. Tatem: The original base product was \$115,000, I believe. The Phase 2 Site Assessment was \$4,000 and then the \$11,000 was for the last changes in trail widths and the Ag Bridge. We paid \$2,500 but when you add it all up, you get \$132,500. For the phasing, I want to show you a couple different things from a construction standpoint. We recommend that you bid out the construction with the \$270,000 that you have. We don't recommend that you bid out the project and then it gets pushed out to 2017 and prices change. We recommend that you solicit bids for the money you have. Then in 2017 you can bid it again. If you come up with some extra money, you can increase your existing bid by up to 25% without having to go back out to bid. There's a little flexibility there if you get more money during the construction season. We know the trailhead is key to the project and the bridge is a big cost. Access to the site is key. Right now you have 3 access points to the site. There is potential for a temporary construction easement on Therrion's property. I think we are confident in that.

S. Couture: We are having that access surveyed and we are pretty confident we have a 60 foot right of way that's cleared for the most part.

D. Tatem: I spoke with the farmer who rents north of the property, who also farms your property and he can ask the property owner about access for us through there. All of these access points will save you a lot of money. To access from Merrimack Street you would have to clear trees, lay down mats to drive over wetlands, and then clear 400 feet of trail to get to the construction area. I talked to an abutter at the meeting last week and she might be open to working out a deal for us to access the site from her property, which is right next to the trailhead. We could work something out with her. Maybe she wants a check; maybe she wants nothing. The same access easement we helped you draft for Therrion could be drafted for the other abutter. The easement could include what they might get in compensation. We can't give you a solid phasing plan until

we know your access points. I would advise you to solidify these agreements. It's not in our contract to help you negotiate easements and we already gave you a draft, but I wouldn't mind helping you work on the easement off the clock.

S. Couture: Regardless of how we get access, the priority is the trailhead and to get to the second field. Beyond that it's the Ag Bridge, the culvert we have to upgrade, then after is wetlands boardwalk, potentially the pilings, maybe boardwalk areas. I don't know. That last part I'm a little fuzzy on whether or not that makes sense. But those first items seem like something we definitely want to get because we need them for the access to the property.

D. Hess: When you say second field, you're talking about the middle field?

S. Couture: Yes, exactly.

D. Hess: Do you think we could get all the way to the existing stretch of trails from there? If you get there, people can walk the rest of it on current trails and we can do that riverfront loop so they can walk that.

D. Tatem: I haven't spent the time to get you hard numbers yet because we don't know yet. If you can get to that, you can mow it with a brush hog, but I wouldn't recommend people walking around the wetlands until the boardwalk is there. To think about the Ag Bridge, this is going to be designed for H-10 loading, which can hold most vehicles. Once that bridge is in, you won't be able to get across it with construction vehicles though, so I say you do the Ag Bridge last. As soon as you build that bridge, you're not driving a dump truck over it. What's the timeline on the grant for the bridge?

S. Couture: We probably have 18 months from the grant of the award. We told them we'd be constructing in 2016.

D. Tatem: See if you can get that changed. If you can get an extension for a year, it might be worth it. You don't want to block your access.

S. Couture: The properties directly to the east have an access road coming down.

D. Tatem: As soon as you build boardwalk, you can't drive through it. You need to plan this. You need to nail down access to keep the construction costs down. My advice is to get the easements signed with abutters so you have it. I was not aware there was a time constraint on the Ag Bridge. You have the money to get the trail to a certain point, so maybe you want to do the trailhead and then the Ag Bridge. If you can clear all the trees in one shot, get it done. That would be in or base bid in January, to clear the whole site and then come in to the trail and get as far as you can.

P. Fitanides: How much acreage needs to be cleared of scrub and timber?

D. Tatem: 15,500 square feet. We won't get any money for that timber. When you deal with the contractor, you give them a package with plan specifications. You can't pick who does each part

of it. If there is someone you know then let me know, and we can take that out of the bid and you can manage that.

D. Hess: Could DPW do some of the clearing?

S. Couture: They are so understaffed right now that I'm hesitant to ask them for anything.

D. Tatem: If you have guys that do this, they are going to clear it, chip it, and ship it out for you. If you have Public Works, they are going to use chainsaws and they will leave piles of brush and a mess in there. We estimate about \$5,000 for clearing.

S. Couture: The next step is to follow up with that abutter. I will continue to follow up. You said you would get the landowner information for me from Allenstown?

D. Tatem: Yes, I will get that to you tomorrow.

D. Hess: On that property owner, you may want to have our farmer make the initial contact.

D. Tatem: I talked to him and he's completely fine with it.

S. Couture: The other point on the right of way is how to answer the questions about what does this mean if they grant us construction access. If I put myself in the position of the owner, I would want to know that and I have no idea what that means because I don't know what the operation is going to be. In your experience in the past how do you deal with that question pre-bid, describing what is going to occur on their property?

D. Tatem: Hers would most likely be a one-time easement for a calendar year, and you can include an option to extend it another year. I would tell her one year, Monday to Friday, 7:00am to 5:00pm, with vehicles coming across. The Conservation Commission and the contractor are responsible for any damages.

D. Hess: She's not going to be building a house there while we are accessing, is she?

D. Tatem: No, I talked to her and she said she wouldn't be there for a couple years. I will get you contact information for the Allenstown property owner. I like Dave's idea of talking to Jay and then try to get them to sit down. I would get something in writing and ask for 2 or 3 years because it's not a house; it's a field where the farmer is accessing it anyway. You need to decide if there's any work they want done in return for the easement and that should go in your bid so the contractor does it on their way out. We plan on going out to bid the first week of January with tree clearing this year. Access is key. We need to get the access confirmed because that could save you \$20,000.

D. Hess: If we get access, will we need to bring the bridge in that way? Is there enough width?

D. Tatem: We won't need it for the bridge. When you're building a 12-foot wide trail, the truck is only about 15 feet wide.

D. Hess: The reason I ask is because right at the Rowing Club there's a big tree that we can't cut down.

S. Couture: We have our Shoreland permit so if we have to cut it, we can. We have a survey crew going out at 9:00am tomorrow morning. Dave will meet with them.

D. Tatem: Can you have him email me the outer property boundary on state plane coordinates? If he could email me the CAD files, that would be great.

P. Fitantes: Are you telling them what surveys?

S. Couture: The surveys are already done and we did them separately from Stantec. We are resurveying because some markers have been removed.

D. Hess: It was just done two years ago.

P. Fitantes: My thought is that the Amoskeag Engineering Company has some of the best surveys.

S. Couture: Yes, we did look at that and we did extensive historic survey review. I want to thank Dan for coming in. It's good we had this discussion. The next steps are to continue on the right of way.

D. Tatem: We'll kick around the cost of using the Therrion access and if it's going to be cost prohibitive to get the Ag Bridge once it's built and depending on that, you might need an extension on the grant.

S. Couture: Any other questions for Dan?

D. Ross: None that he can answer. I want to know who cut those trees on the easement.

S. Couture: I'm pretty sure it's the abutter property owner because they landscaped it.

D. Hess: It's not a large area. It's maybe a couple thousand square feet.

Other Business: Invoices, Correspondences, etc.

a. Merrimack Riverfront Trails Project

i. 10/26 Public Meeting Debrief

S. Couture: I'm pretty sure almost all the abutters showed up, or those close to the trail anyway. Dave, Cindy, Deb, Carolyn, and Dan were there. In general, there were some abutters that were concerned. There was an abutter who, for some reason, didn't understand that there was going to be a trail in the existing trail behind his house. Another abutter on the northern end of Merrimack Street was very concerned about the loop trail. They were concerned that there would people now in their backyard even though the trail is two football fields away. Those were the major

issues. There was a question about snowmobile access and I said no, we aren't promoting that use; however, we felt that we should allow the abutters to continue to use it as they have in the past. There was no pushback on that. There were questions about hunting, which is allowed by Conservation Commission policy where legally it's able to occur. If someone is going to hunt out there, they are going to need to be careful, which they should be anyway, but it's a tough spot to hunt in.

D. Ross: If people are using the trails, there's low likelihood you're going to get any game.

S. Couture: So, that went well. Other than that people were excited about it. They wanted some timeframes. I basically outlined, to an extent, what we talked about tonight.

J. Woodburn: How did the slideshow work out?

S. Couture: It went well. The only thing I would add is the map again at the end or to just have the map up there. There was good attendance. People stuck around and looked at the maps. People seemed to be excited about it. I think it went well in general other than abutter concerns.

D. Hess: It's the same things we heard with at the Pinnacle.

ii. Next Steps

S. Couture: We have the Eagle Project, I'll continue to work on the right of way issues, and then we will go out to bid.

D. Ross: I finally brought the Blue Ray DVD of the helicopter flyover from Old Home Day. I just wanted to make sure you got it.

S. Couture: Thank you.

b. Clay Pond

i. Chester Turnpike Parking Update

S. Couture: The summary is that DPW, Dean and Carolyn met about it. They decided we are just going to take it and maintain it. I assume "they intend to maintain the parking area that best they can" means that they are just going to maintain it.

C. Cronin: The reason behind maintaining it "the best they can" is that it's not going to be a priority for them, but when they get there they can do it.

D. Hess: Who is "they"?

S. Couture: Public Works. I'd like them to treat the parking area the same as any other recreational asset that we have in town.

D. Hess: What are they doing at the Pinnacle right now?

S. Couture: They didn't clear it last winter, which I brought up and that's something that we need to continue to communicate. The parking lot at Donati gets cleared during the winter, so if it's a recreational area for the town, then the Town needs to maintain it. We just need to make sure it stays on their radar.

D. Ross: One of my big pet peeves right now is the fact that we've lost all these departments. They used to be separate equal departments who had their own budgets and authorities. Now they've created this pyramid. I don't like it at all and I do everything I can to undo it.

S. Couture: Don't get me wrong, I'm very appreciative of all their effort and their willingness to help as we are going to get this donation. Winter access is kind of the least of our concerns right now. We want to establish the parking area, but once we establish it, it's a four-season recreational area and we just need to make sure that's taken care of. Moving forward, we will have Mark Dunn draft an easement deed for the parking area. We also have a cost estimate for a survey from Joe Wichert. The recordable easement plan is \$500. The cost to set iron pins at the easement corners is \$95 each. Granite bounds would be \$195 each. The deed description for the easement area would be \$95. So \$975 gets us the survey, iron pins and deed description. Mark Dunn would probably cost us between \$300 and \$500 tops.

P. Fitanides: Are you sure steel pins are the way to go?

S. Couture: All we need to do is mark it so we can create the parking area.

S. Couture motioned to approve up to \$2,000 toward the survey plan, iron pins at the corners, the deed description and the drafting of the easement deed for the parking area at Clay Pond. Seconded by J. Woodburn. Motion passed.

S. Couture: So with that, Carolyn is authorized to follow up with Mr. Wichert. I don't think we need to do anything with Mark until we get the description from Wichert.

ii. Heroux Acquisition

S. Couture: We are getting close. We need to close by the end of the calendar year. We got the \$15,000 grant but they took something like \$84 away from us. Cindy went on the LCHIP site walk.

C. Robertson: It went really well. I went with Dan Kern and they asked some questions. There was a lot of competition. There are some really good projects out there but they were very complimentary of Clay Pond and of the Conservation Commission.

S. Couture: We also submitted the Source Water Protection Land Grant. That would pay for up to half of the acquisition, so that's where a lot of the money would be coming from. In the end, it might be something like \$25,000 we end up paying for the property. We are scheduled to close on Heroux by December. We just need the survey to be completed. Mark Dunn is going to draft the easement language. I have a boundary survey request for \$9,200 for the 70 acres, which is in the ballpark of what we usually pay. The surveyor is TD Brouillette who has done surveys for us in the area before.

P. Fitanides motioned to authorize \$9,200 for surveying of the Heroux property. Seconded by C. Robertson. Motion passed.

iii. Blue Ribbon Gate Update

C. Cronin: I don't have an update. I've tried calling and emailing several times and haven't heard back.

P. Fitanides: What's "several times"?

C. Cronin: I reached out a few times between the last meeting and now. Usually when I call it just goes to voicemail and I leave a message. I've tried their business email several times. I just imagine that they're busy.

P. Fitanides: Did this go out to bid? Do you know what they're charging?

C. Cronin: They aren't charging anything. It's a donation.

D. Ross: It's kind of hard to complain about a donation.

C. Cronin: That's why when I call them, I tell them no pressure, I just want to know their timeline. I just haven't heard back.

c. Other Committee Updates

S. Couture: On to Committee Updates. Do you have any updates to give us from Council?

i. Town Council

D. Ross: I don't have anything that they told me to bring you.

ii. Planning Board

S. Couture: I know they want us to update a few things for the Master Plan. Do they have a sense of timing yet?

C. Cronin: The Planning Board met and had a Master Plan Workshop on the same night as our Public Informational Meeting at the Library. That was their first discussion on doing a Master Plan update. It was last updated in 2004. The Open Space Plan has been updated since 2011. Not a whole lot has changed since then, which is a good thing. During that workshop they basically tried to strategize how to update each chapter and they decided to let you handle the Open Space and Natural Resource chapters.

D. Hess: Can we just say how many acres of land we've acquired since 2004, who we've worked with on it and how it's being protected? There's no need to re-survey the town.

S. Couture: We should look at the existing chapter and put some language in there on how we want to prioritize and build off of our existing parcels. We need to put that into writing. Are there other ways we want to plan, like looking at Conservation Subdivisions? I'm just throwing that out there but I think those are the types of items that Planning Board would like to have. I wouldn't be opposed to getting some assistance to help us with this, either Southern NH Planning Commission or a consultant, depending on how much we want to do.

D. Hess: What's the deadline?

C. Cronin: We don't have that yet.

S. Couture: Once we have a solid plan then we should probably talk about it. We definitely need some certainty about timing.

iii. Parks & Rec Advisory Board

D. Miville: We are discussing the 5-Year Plan that the former Chair had and the new Chair can't get a hold of. At this point we don't have a 5-Year Plan to work on because we don't know what's already in there. The plaque was talked about again. Dalton Brook Pond is moving slowly because the Parks and Rec people have not been to the meetings. There's a lack of information.

S. Couture: Thank you for the update. I want to keep these Committee updates on every agenda.

d. Bud Locke Plaque Estimates

S. Couture: We are moving along with the plaque we are required to have at Pinnacle Park.

D. Hess: Is this the wording that's required in the deed? We do have explicit wording that's required.

C. Cronin: I'm not sure. This was given to me by Kathie Northrop, so this was done by whoever was working on this before.

D. Hess: I'll check to make sure.

S. Couture: We have three quotes for the same size, materials and concept. Franklin Bronze is charging \$264 for the plaque and delivery, Erie Landmark Company is \$292 for the plaque plus shipping and handling, and East Point Foundry costs \$295 not including shipping. If there is no difference in the plaques, it looks like Franklin Bronze has the best price with \$264.

P. Fitanides: Is this plated bronze or solid bronze? The price looks awful cheap for solid bronze.

D. Ross: It looks like a treated bronze plaque that you'd find on a grave marker.

P. Fitanides: I ask because I've seen these go for \$5,000 to \$10,000.

D. Ross: It's only 12 inches by 8 inches.

S. Couture: I don't know that it's solid bronze, but this is under Kathie Northrop's recommendation so I'm going to defer to her since she develops all the other markers in town.

D. Hess motioned to expend up to \$264 for a bronze plaque dedicated to Bud Locke with the condition of confirming that the wording is consistent with the requirements of the deed. Seconded by C. Robertson. Motion passed.

J. Woodburn: Is this the plaque that's going on the rock? Do we have a rock?

C. Cronin: Parks and Rec said they can bring one in.

S. Couture: Carolyn, since we authorized ordering the plaque, do you need me to sign anything or are we good to just have it in the minutes?

C. Cronin: The minutes are fine for now and when the invoice comes, I'll have you sign that.

- e. Reimbursement for Easels**
 - i. Staples - \$65.99**
 - ii. Walmart - \$43.99**

C. Cronin: The easel from Staples is the one I bought for the meeting at the library. It's the one that Bear-Paw recommended. Staples only had that one and I looked everywhere for another easel like it, but I couldn't find one. So I looked online and found a similar one at Walmart, which may not be as good but it has a middle support. I ordered that, so it should be ready to pick up later this week. If it's no good, I'll return it but if we want to keep it, I figured I'd put it on the agenda to approve so we can keep it.

C. Robertson motioned to reimburse Carolyn from the new equipment line of the operating budget for easels totaling \$109.98. Seconded by D. Ross. Motion passed.

f. Stantec Invoice - \$13,242.65

S. Couture: We have an invoice from Stantec. They have 83% complete on their preliminary design for the Merrimack Riverfront Trails. On final design there is a charge, as well. The requested payment is \$13,242.65.

D. Miville: Is that including the \$11,000 we approved at the last meeting?

S. Couture: That was authorizing them to proceed with the changes. This is an invoice for services rendered.

P. Fitanides: Didn't we just give them \$60,000 too?

S. Couture: The contract total is \$135,259.50. The contract billed to date is \$77,480. We are authorizing another \$13,242.65 today.

D. Ross motioned to authorize payment of an invoice from Stantec for the Merrimack Riverfront Trail Design in the amount of \$13,242.65. Seconded by C. Robertson. Motion passed.

g. Bear-Paw Membership Invoice - \$300

S. Couture: I know we authorized these in the past, but for some reason our membership dues never made it to Bear-Paw for 2014, 2015, and now they are asking for 2016. It's \$300 for three years.

J. Woodburn motioned to authorize payment of three invoices from Bear-Paw Regional Greenways for membership dues for 2014, 2015 and 2016 in the amount of \$300 from the operating budget. Seconded by C. Robertson. Motion passed.

h. Clay Pond Signs & Easement Medallions (State Prison Shop Invoice) - \$344.12

D. Ross motioned to authorize payment of \$344.12 to the State Prison Shop for Clay Pond signs and conservation medallions. Seconded by D. Hess. Motion passed.

D. Miville: I went to the NHACC annual meeting. My first course was Conservation 101. I learned a lot and went home with a lot of reading material. I do have some questions that they brought up that I don't know the answers to because I'm so new. Do we have a biodiversity plan?

S. Couture: We don't have a biodiversity plan. We do have an Open Space Plan.

D. Miville: How did we acquire the conservation easements that we have? Are they mostly from people who donated them or are they something we went out and bought?

D. Hess: We bought them for the most part. The Master Plan identified five major areas in town to focus on for conservation use.

S. Couture: We either bought them outright or acquired them through other processes going on like wetlands impacts mitigation.

C. Cronin: A lot of them also come from residential developments that require open space.

D. Miville: Do we have watershed management?

S. Couture: We have not identified watershed management plans for tributaries and drainage areas in town.

D. Miville: Do we have Shoreland protection?

S. Couture: We have buffer requirements in town. On the Merrimack, it's 100 feet on the east side and lesser on the west side, if I remember correctly.

D. Miville: Do we have Prime Wetlands?

S. Couture: Yes, we are one of only about twenty towns in the state that went through that process and one is on the Merrimack Riverfront property.

D. Miville: Do we have a town forest?

S. Couture: No, we don't.

D. Miville: I might contact the teacher at the school because there is a NH Learning Tree Project for teachers and a Community Forest Day to give her information on and let her know there's information for teachers. I want to a presentation on fish by Fish & Game. The last presentation was about forests. I got information from Steve Walker, the stewardship representative for this county. We could reach out to him if we need help with anything.

P. Fitanides: For what it's worth, with some of the types of projects we do, sometimes the National Guard will come out and practice building bridges. Is there something like that around here?

S. Couture: You need to queue up really early for that. I think when Dan is developing our bid we should have a discussion with Public Works to see if there's anything on the list they are willing to do.

D. Hess: We could ask DPW if they have time to clear out the brush up to Brown Brook for access.

C. Robertson motioned to adjourn at 6:25pm. Seconded by P. Fitanides. Motion passed.

Respectfully submitted,

Carolyn Cronin

Assistant Planner/Conservation Commission Staff Support