

New Boston Conservation Commission (NBCC)

Meeting Minutes

September 1, 2011

Members In Attendance: Laura Bernard, Amy Elkes-Simon, Rebecca Balke, Burr Tupper, Barbara Thomson

Guests In Attendance: None

Minutes: No quorum at August meeting, verbal overview of gathering (see below).

Treasurers Report: \$662,194.85 of which \$397,381.06 is for Open Space

OLD BUSINESS

August Meeting – Jen and Jackie Moulton came to the Mill Pond Conservation Area and gave a presentation and delivered a thank-you scrapbook and CD for us from the Trail Maintenance Club's trip to the AMC hut. [Both will be posted on the NBCC website.](#) [Amy will send a thank-you note.](#)

Brochure Update – Rebecca met with Jeff Trainer and we reviewed two options for the brochure – one was a large fold out option, (Antrim's CC brochure), and the other was a horizontal folding brochure that the 4th of July uses. Rebecca will talk w/Lisa Cramb regarding printers and will get back to us on pricing for differing quantities. We also discussed the content and decided to have individual trail maps available on the website only.

Signage- Barbara has been in touch with Richard Herget and he provided a plan for the Joe Nagle Trail – it is a 4X4 post with vertical lettering and will cost \$75.

Barbara made a motion to accept this design for the Joe Nagle Trail and other future trails, Amy 2nd and All Approved.

For the Lyndeborough Road Conservation Area – Richard Herget will make a small rectangular sign to hang below the larger sign to indicate east and west parcels. He will also fix the current to include the word "Road" and will make the 2nd sign that we need. He will also fix the other two signs to change the word "Trail" to "Area". The costs for this work is as follows:

New - Lyndeborough Road Conservation Area	\$645
East/West signs	\$0.00
Fix 3 Signs	\$525

Amy made a motion to approve the spending of \$1,170 for the above signage, Rebecca 2nd, All Approved.

Barbara will send email to CC members for volunteers to help take down the signs that need rework and bring them to Richard Herget.

Rail Trail Project – Burr met with the Road Agent, Dick Perusse to discuss possible upgrades to the Rail Trail as discussed at our July meeting. Dick said he would be happy to consult on the project when the time comes. Burr suggested that this is such a large undertaking that it makes sense to form a committee made up of community members and overseen by the CC.

Barbara moved to have the CC ask Mark Brown to be the Chairman of the "Friends Of the Rail Trail (FORT), project. Amy 2nd – All Approved.

CC Project Spreadsheet – Barbara resurrected the spreadsheet discussion that had been languishing for many months. She provided Laura with a draft project activity report for tracking. Laura will create the form that members can use to submit their time and efforts for ongoing projects. Contributors would submit the form to the recording secretary who would add it to the tracking spreadsheet with a copy in the NBCC files. The purpose is to keep track of all the ongoing work/projects, have clear records of the time each member and the commission as a whole spends, and simply help manage the wide array of work/projects that we are responsible for.

NEW BUSINESS

No Parking Sign Missing – Burr said the Bill Morrissey was asking if anyone from the CC took down the No Parking sign in front of the Mill Pond Conservation Area. Burr or Amy will get back to Bill and let him know that we did not remove the sign.

Correspondence Secretary – Given the number of letters, emails and phone calls that are received by the CC, Barbara felt we were in need of a Correspondence Secretary whose responsibility it would be to ensure that all those contacting the CC receive a written response back.

Barbara made a motion to nominate Amy Elkes-Simon as the CC Correspondence Secretary, Rebecca 2nd, all Approved and Amy accepted.

Barbara made a motion to supply our Correspondence Secretary with stationary, envelopes, stamps and other miscellaneous supplies as needed to carry out her duties. Amy 2nd – All Approved.

Laura will provide Amy with the contact information of the printer the town uses for stationary and also assist with the logo.

Officer Job Descriptions – Burr asked that all current officers write a brief job description to include the approximate time spent to fulfill the role on a monthly basis, and have that available for review at our October meeting.

Resident Complaint – Burr, accompanied by Ed Hunter, Code Enforcement Officer, visited a property on McCurdy Road based on a complaint from a resident about the owners filling in wetlands. It was discovered that there were wetlands being filled in and Ed Hunter issued a cease and desist order and notified the DES. Burr will give the pertinent information to Amy so she can send a letter to the resident who lodged the complaint and let him know the outcome.

Marden Conservation Easement – Burr had an update from Ken Lombard, Chairman of the Open Space Committee, letting us know that the conservation easement on the Marden property off Gregg Mill Road is close to completion.

Lewis Road Wetlands – A resident on McCurdy Rd contacted the CC concerned that there are wetlands near Lewis Road where she walks her dog daily that look as though they are being filled in with rocks/gravel in order for 4 wheelers to get through. She wants someone from CC to come and walk the property with her. Burr and the resident have spoken several times on the phone attempting to schedule a site walk. When Burr sets the date/time, Barbara has agreed to go along too.

Bridge Repairs – Burr met with the Road Agent and Selectmen regarding the Dougherty Lane Bridge repairs that are planned. DES has already approved the plan. PRLAC has approved the plan and Burr signed off for the NBCC. Barry Wicklow has been contracted to assist with the project.

Meeting Adjourned

Respectfully Submitted, Laura Bernard