

CONCORD CONSERVATION COMMISSION

REGULAR MEETING

January 8, 2020, 7:00 PM

MINUTES

Second Floor Conference Room, City Hall, 41 Green Street

Attendees: Chair Kristine Tardiff, Vice-Chair Jim Owers, Councilor Brent Todd, Members Chris Kane, Jeff Lewis, Rick Chormann, Tracey Boisvert, and Kathy Healy.

Absent: Alternate Stefan Mattlage

Staff: Beth Fenstermacher, Assistant City Planner  
Lisa Fellows-Weaver, Administrative Specialist

Public: Rebecca Ross

**Call to Order**

The meeting was called to order by chair Tardiff at 7:00 p.m.

**1. Minutes**

*December 11, 2019*

A motion was made by Mr. Lewis, seconded by Mr. Kane, to approve the December 11, 2019 minutes, as amended. The motion passed unanimously.

**2. NHDES Items**

Ms. Fenstermacher provided an overview of the Shoreland permit application for Pembroke Sand and Gravel, North Pembroke Road. The project will consist of creating a parking lot, paving over an existing sandy area used for staging. The project will be going through the Alteration of Terrain process, which should address any existing sedimentation issues. She noted that comments will be provided to the Town of Pembroke Planning Board by the Engineering Division.

**3. Reports**

*a.* Trails Subcommittee

Mr. Lewis attended the Trails Subcommittee meeting and provided a synopsis of the meeting for the Commission. He mentioned that there was a good turnout at the December 28<sup>th</sup> hike, and the next hike is scheduled for January 25<sup>th</sup>.

A work session is scheduled for January 22 for the Trails Master Plan.

Mr. Owers gave an overview of the proposed loop trail at the Knowlton Woods property on Hot Hole Pond Road. Mr. Owers stated that the Trails subcommittee has followed their procedure and made the recommendation to move forward to the Conservation Commission to give preliminary approval and hold a site walk in the spring for further evaluation.

Mr. Owers stated that Mr. Klemarczyk is proposing a timber harvest on the property, potentially in late 2020/early 2021. He gave an overview of the trail layout noting that the trail will be a multi-use trail; however, it will be built in collaboration with NEMBA using their trail standards. Further discussion was held regarding the uses of the trail and the potential of erosion. Mr. Owers stated that this trail will be a good one for skiing and snow shoeing.

Ms. Tardiff stated that the trail is also a good candidate for educational signage.

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A discussion was held regarding the parking area. Ms. Fenstermacher expressed concern with using only the State parking area for parking, and recommended further review of an on-site parking area. NH Fish & Game manages the existing parking lot and will be contacted.

A motion was made by Mr. Lewis, seconded by Mr. Owers, to authorize the Trail Subcommittee to pursue the Knowlton Woods trail proposal as presented. The motion passed unanimously.

**b. Forestry**

The Forester's report was circulated.

Ms. Fenstermacher stated that contract was awarded for the Broken Ground timber sale and was to be amended to include the clearing of Terrill Park; however, the Terrill Park clearing may have to wait due to unforeseen circumstances with the contractor.

Ms. Fenstermacher discussed the proposed forestry work for Fiscal Year 2021. One potential harvest is a salvage timber sale along District 5 Road. She stated that Mr. Klemarczyk reported that some of the oak trees are exhibiting decline from the fire a few years ago and is recommending a salvage sale before the value is lost.

Ms. Fenstermacher stated that another potential timber sale would be the Knowlton Woods lot. A forest management plan would need to be done. Mr. Klemarczyk also recommended completing a management plan for Country Hill Estates property.

A motion was made by Mr. Owers, seconded by Ms. Boisvert, to recommend the forester's proposed FY2021 budget and move forward with the salvage timber sale at District 5 Road, and the forest management plans for the Knowlton Woods and Country Hill Estates. The motion passed unanimously.

**c. Concord Tree Committee**

Ms. Fenstermacher stated that the Tree Committee is scheduled to present to the ZBA tonight to provide an update of the purpose of the Concord Tree Committee, and the importance of trees. She stated that Committee's next meeting is tomorrow morning and members will be assigned neighborhoods to collect the inventory data, groundtruthing the 2000 inventory. They will plan to present their findings to Council in April.

**d. Local River Advisory Committees**

Nothing new to report.

**4. City Open Space**

Nothing new to report.

**5. City Council/Planning Board**

Nothing new to report.

**6. Follow-up/On-going Items:**

**a. Cross Maintenance Agreement - Jason Cross, 90 Sanborn Road**

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The draft maintenance agreement was provided for review for Jason Cross at 90 Sanborn Road as discussed at the December meeting.

Mr. Chormann expressed concern with the amount of mowing proposed to occur. He stated that there is no added benefit to the environment for the amount of mowing proposed as shown in the pictures. He feels that it is intruding into the interior and had this information been provided last month he would not have supported it. Ms. Fenstermacher stated that the document presented is draft for their review, and she has not provided the agreement or map to Mr. Cross. She drew the clearing limits based on her understanding of the recommendation presented at the last meeting by the Forest Society. The clearing limits can be changed as they need to be approved by the Commission before being presented to Mr. Cross.

Abutter Albert Richards gave an overview of the area and explained that it was originally a pasture for cows. The area that has been mowed in the past is approximately 200 feet off the property boundary line and other areas have been mowed in the past. He expressed concern with just how much will be mowed and how often and noted that there have been some encroachment problems in the past.

Better signage of the boundary was suggested. Ms. Fenstermacher stated that hiring a surveyor to verify the property boundary will be done and a fence will be installed. She noted that Mr. Cross will be held accountable for the use of the land through the license agreement.

In addition to the discussion at the December meeting, Ms. Fenstermacher stated that the Forest Society has requested additional follow up on other encroachments on the Richards and Spears Forests on Shaker Road. The pasture for the horse farm on Shaker Road encroaches onto the Spears property in the Eversource right of way. The Forest Society recommended either a license agreement to continue the use, or move the fence to the property line. The Commission preferred moving the fence, which will require marking boundary. The Commission agreed to obtain a quote for Mark Sargent to mark the boundary in the spring. In addition, the Forest Society is requiring a wetland scientist determine the impacts of wetland filling on the Spears property. Ms. Fenstermacher will also obtain a quote for a wetland scientist in the spring.

***b. Trails Master Plan***

Ms. Fenstermacher explained that two members of the Planning Board as well as a few representatives of the Trails Committee and members of the Conservation Commission are going to be a part of the review committee. The meeting will be held January 22 to go over the draft survey and the strategic plan. The public hearing is scheduled for January 28th.

***c. Murray Lot***

Ms. Fenstermacher stated that the closing is scheduled for next Tuesday.

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**d. Education outreach – ConcordTV**

This item was continued to a future meeting.

**e. Update to Bylaws**

This item was continued to the February meeting.

**f. Public Notice Policy**

A lengthy discussion was held regarding impacts to abutters and neighborhoods from new trails being built and the purchases of land. Mr. Lewis expressed concern that persons affected should be made aware of projects. Discussion ensued regarding outreach. Councilor Todd stated that the public is very inquisitive and wants to know what is going on.

The general consensus was to modify the trail procedure checklist and add a public outreach assessment. The criteria for notification should be on a project by project basis.

Mr. Owers stated that the Trails Subcommittee should make the recommendation to the Conservation Commission. This item to be added to the next Trails agenda.

Ms. Fenstermacher stated that there can also be an active projects link added to the City's website that will provide information of trail project status.

**g. Easement Enforcement Policy**

Ms. Tardiff is currently working on drafting the enforcement letter. Mr. Kane will provide examples of policies for February.

**h. Conservation Easement Standard Templates**

This item was continued to a future meeting.

**7. Other Business**

**a. Trails Subcommittee Reappointments**

A motion was made by Mr. Owers, seconded by Mr. Kane, to recommend the Trails Subcommittee Reappointments for Ms. Page, Mr. Mannesto, and Mr. van Riel. The motion passed unanimously.

**b. 2021 Budget**

Ms. Fenstermacher presented a draft budget for review. General discussions were held.

A motion was made by Ms. Boisvert, seconded by Ms. Healy, to recommend revisions to the Conservation Commission budget for FY2021, as presented. The motion passed unanimously.

**8. Non-public session for the discussion of the acquisition of conservation property in accordance with RSA 91-A:3, II(d).**

Mr. Owers made a motion, second by Councilor Todd, to enter into a non-public session, per RSA 91-A:3,II(d). By a roll call vote, the motion passed by a unanimous vote at 9:16 p.m.

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Ms. Boisvert made a motion, second by Mr. Chormann, to come out of non-public session at 9:26 p.m. With a roll call vote, the motion passed unanimously.

Mr. Owers made a motion, second by Mr. Chormann, to seal the minutes of the non-public session, per RSA 91-A:5, IV. With a roll call vote, the motion passed unanimously.

Mr. Chormann made a motion, second by Councilor Todd, to tender an offer of the appraised value of January 6, 2020, to the Crosbys and Leadbeaters, as provided by McManus & Nault and to send the appraisals to the land owners. The motion passed unanimously.

**Adjournment**

There being no further business, Mr. Lewis made a motion, second by Councilor Todd, to adjourn the meeting at 9:31 p.m. The motion passed unanimously.

Respectfully submitted,  
Lisa Fellows-Weaver  
Administrative Specialist