

## CONSERVATION COMMISSION MINUTES

November 2, 2022

**APPROVED:** 12/7

**AGENDA:** BRECK-PLANKEY SPRING – Updates/Maintenance  
WELCOME BINDER – Edits, Revisions, Materials  
CONSERVATION COMMISSION CHECKLIST  
BENNETT WETLANDS SITE VISIT  
2023 MEETING SCHEDULE  
LETTER FROM NLRA to NHDES

**ATTENDING:** Carroll Brown (Chair), Richard Batchelder (Vice Chair), Elizabeth Miller, Janet Cote, Richard Metcalf, and Bill Haskell (Alternate)

**OTHER:** Christina Goodwin (Interim Deputy Town Administrator), Joanne Bailey (Land Use Manager), Michelle McCaleb (Land Use Administrative Assistant), and Chip Carleton

Mr. Brown called meeting to order at 6:14 PM with a quorum present in-person.

Ms. Goodwin introduced Joanne Bailey as the new Assessing / Land Use Manager who along with Michelle McCaleb, will be attending meetings and providing meeting and administrative support to the Commission moving forward.

Mr. Chip Carleton introduced himself and gave Ms. Goodwin a copy of a recent survey done on his property on Hemphill Road. His property contains the Catterall Easement which was granted to the Conservation Commission many years ago. This will be recorded and kept on file.

### **OLD BUSINESS:**

BRECK-PLANKEY SPRING - Ms. Goodwin reported that the latest water test results were received and posted on website. Mr. Brown stated all was good with this test.

Ms. Goodwin asked if anyone had any edits or comments on the notice drafted to thank the anonymous donor who installed a new wooden grate at the Spring. She will move forward with getting this posted on Facebook and website.

November 10 at 9:00 am was set as day for Commissioners to work on grading and spreading gravel by the road, a deeper ditch area directly in front of the Spring trough, and other maintenance at the Spring. Ms. Goodwin will contact the Highway Department to deliver the gravel material prior. There was also some discussion about winter icing issues and should Commission check regularly to sand the area for patrons. Ms. Goodwin will check into the possibility of the Highway Department placing a drum with sand there to allow for patrons and Commissioners to spread as needed.

Mr. Brown also asked if consideration could be given to the possibility of placing a second outlet pipe at the Spring to alleviate the wait times for patrons. This will be investigated further to figure out feasibility and impacts.

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### WELCOME BINDER

The Commission reviewed the Draft information for the proposed welcome binder for new members. The Binder contents list was approved, and it was suggested it should also include the Conservation Handbook. Some edits were made to the narrative section with some grammatical changes to the welcome section, some sentence structure and content changes to the membership section, and spacing edits to the time commitment section. For the responsibilities section there were some specific changes to the order of bullets and content as well as some removal of language. Review and attention would be made to deal with statements regarding Site Plan, Zoning amendments, and Master Plan to clarify that Conservation collaborates with or assists other Land Use Boards. It was thought that the Bylaws should also be placed up in responsibilities section. The resources section could be combined with the website list as well. All edits were noted by Ms. Goodwin and changes will be made and presented at the next meeting.

CONSERVATION COMMISSION CHECKLIST - Mr. Metcalf introduced an updated draft checklist and with suggested editing from last meeting. He stated that he referenced the Zoning Ordinance to govern his listing of checklist items. He thought that referencing the checklist items with the definitions and Zoning requirements would help the Commission and any applicants. Mrs. Cote asked Ms. Goodwin if referencing Zoning etc. in the checklist would it be helpful to Planning Board, especially in consideration of Conservation recommendations. Ms. Goodwin stated that per statute Planning Board and Zoning needed to cite actual reasons for approval or denial decisions and citing our recommendations this way should be helpful.

Discussion followed about the purpose of creating the checklist as a tool for the Commission to assist with review and consistency for a permit application and the individual impact evaluations of each application as necessary to protect wetland resources. There was also a distinction made that the checklist was a tool for Conservation Commission to check off in relation to any recommendations, but an applicant should have an action to show what might have been done to check off such an item.

Further discussion on items that may or may not be applicable to every project, concerned Commissioners that these could require applicant to do extra work to comply. It was decided that the checklist should have check boxes format which would include a not applicable box (N/A). It was also agreed that the checklist should go in order of the Wetlands Overlay District restrictions so there would be an easy way to create the checklist and follow along with requirements and restrictions for the Commission, applicant, and other Boards.

Ms. Goodwin displayed some format ideas for consideration. Mr. Metcalf stated that he would take another stab at simplifying and prioritizing what the Commission needs to know in an order that makes sense with proper listing per Zoning Requirements. He will get it to Ms. Goodwin, and she can then further format it into a table design that makes sense for the checklist as a tool for the Commission. Mr. Brown asked if this would be a required element of an application for the applicant. Ms. Goodwin stated that this would be available as the Conservation Commission checklist as part of the application.

### BENNETT WETLANDS SITE VISIT

Mr. Brown asked when Commissioner's would like to visit the Bennett Wetlands. It was decided that Sunday, November 6 at 9:00 am would work for most. They will meet at the Big Catch parking lot. On

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### BENNETT WETLANDS SITE VISIT continued

November 20<sup>th</sup> at 9:00 am they will meet at Town Office parking lot to go to Profile Falls, the lot on Westfield Drive, the Town Well Head Protection area, and the wetlands by West Shore and Wulamat Roads. Ms. Goodwin asked that those participating have someone write up some notes about who was there and what they did etc. for the record. She will post the site visits.

### **NEW BUSINESS:**

#### 2023 MEETING SCHEDULE

The Commission agreed to the 2023 meeting schedule with a tentative July 5, 2023, meeting to be cancelled if no cases are pending.

#### LETTER FROM NLRA to NH DES

The Commission reviewed a letter dated October 19, 2022, from the NLRA to NHDES concerning Newfound Lake levels and asking the State to set lake levels to five feet five inches as part of a 2019 modified interim management plan instead of a 6-foot level from the 1982 plan. The Commission had mixed feelings about supporting this request due to what happens to mooring fields, docks and marinas should lake levels go too low. Several issues were discussed including channeling that may help with siltation of areas like Hebron marsh and impacts to swim areas. More info would be necessary to decide on support of this option.

### **COMMUNICATIONS:**

Ms. Goodwin, Mr. Brown, and Mr. Metcalf updated the Commission about another violation where a contractor filled in a wetland on Hall Road. Mr. Metcalf was concerned about the type of fill used. Ms. Goodwin stated that the NHDES was notified. Additional discussion followed regarding what can be done when people do this and more importantly how do we encourage people to get the permit to do so in the first place. More may be coming on this for next meeting.

### **MINUTES:**

After review, Mr. Metcalf motioned to approve the minutes of October 5, 2022 as written. Mr. Batchelder seconded. The motion carried 5-0-0.

**COMMISSION MEMBER ITEMS:** None

**NEXT MEETING:** December 7, 2022

Site Visits – November 6 and November 20 at 9 am.

### **ADJOURNMENT:**

With no other business, Mr. Metcalf moved to adjourn. Mr. Batchelder seconded. The motion carried 5-0-0. The meeting adjourned at 8:22 pm.

Respectfully submitted,

Janet Cote  
Land Use Associate