

**PEMBROKE CONSERVATION COMMISSION (CC) MEETING**  
**Approved Minutes of October 22, 2007**

**Attendance**

Present

*Members:* Lea Anne Atwell, Secretary; Ammy Heiser, Chair; Kevin Gagne; Stetson Heiser, Todd Terrien, Planning Board (PB) Representative; Brian Tufts, Board of Selectmen (BOS) Representative; and Ayn Whytemare.

*Alternate Members:* Jeff Abbe

Not Present

*Members:* Carol Bertsimas, Vice-Chair

*Alternate Members:* David Baril

**1. Call to Order** – The meeting was called to order by Ammy at 7:03 pm. Jeff will vote for Carol.

**2. Current Conservation Land**

**a. Scripture Easement**

**i. Review boundaries included / excluded in easement area**

**ii. Public Hearing preparation for November 5th**

Laura Scott joined our discussion. Laura heard from Mala Tyler, who did not know that they needed to be at the meeting tonight and did not provide the plan with the proposed revised boundary. Without this information, we cannot go ahead with the public hearing scheduled for November 5<sup>th</sup>.

Stetson made a motion for the subcommittee to meet with the Tylers to go over the proposed revised boundary. Todd seconded. All in favor. Motion passes.

A subcommittee will meet with the Tylers before noon on November 6<sup>th</sup>, so that the public notices can go out in time to the newspaper for a public hearing on November 19<sup>nd</sup>. Laura, Kevin, Ammy, and Stetson will meet at a time to be determined.

Laura will come up with talking points for the meeting, send information to legal counsel, and get the public notices together.

**iii. Violation letter response from Lapointes.**

The Lapointes provided a letter indicating that the violations have been addressed.

**b. Laura's proposal to finish Scripture and White Sands**

After our last meeting, Ammy wrote a letter to Geoff regarding Laura's proposal. The proposal also went to BOS. The BOS thought the proposal was fine, but thought that Laura needed to get information from a town employee (i.e., Geoff Ruggles). Laura met with Geoff to discuss the details.

**c. White Sands update**

Laura provided an update on the White Sands property. She emailed PSNH, but has heard nothing from them since she left her position as Planning Director. Laura drafted a checklist of the next steps, which she provided to the CC. We need to know timeline on PSNH’s end re their legal review before we can move forward. We should keep putting this item on our meeting agendas until we hear more from PSNH.

**d. Ames Brook Easement follow-up**

Ammy signed the paperwork to accept the easement. However, we have been told that there will be a delay in the actual recording of the easement. The BOS would like to wait until the road, slope, and drainage deeds and easements are completed, so they could record these all at same time. The land is not officially the Town’s conservation land until the easement is recorded. If something happens to stop the development, then our easement goes away.

CC members expressed concern over this easement getting lost in the shuffle. In addition, there are no protections for the easement during construction, particularly for Ames Brook, which could easily be damaged by construction activities. The baseline assessment has already been completed on the property, and the conservation signs have already been posted (including conservation land signs, medallion markers, and wetlands markers). Historically, conservation easements have been accepted before the construction has been completed. This issue will be an ongoing concern as we accept easements for Open Space development. We should address this and get a procedure.

The BOS are concerned that it would be the Town’s responsibility if something happened on that land during construction, and the Town doesn’t want to be liable. However, the CC did not know this was the approach that the BOS wanted to take, and did not advise the applicant accordingly. If the easement will not be recorded, we would need to take the signs down around the property now, then have another baseline completed, and re-post the signs before we can record the easement.

The CC would like to address the BOS on this issue to reconsider recording the easement. Ayn made a motion to write a letter as a commission to the BOS asking them to reconsider. Stetson seconded. All in favor.

**ACTION ITEM:** Lea Anne will write the letter. Kevin will check the minutes from the BOS meeting around October 3, 2007, when this item was discussed, and email Lea Anne.

**3. BOS meeting 10/10**

The CC’s proposed budget was accepted, less \$25.

**4. Meeting Minutes – Review and Adopt**

**a. 9/24/07 Minutes** – Stetson made a motion to accept as written. Ayn seconded. All in favor. Kevin and Lea Anne abstained, because they were not present at the meeting.

**b. 10/8/07 Minutes Site Walk** – Kevin made a motion to accept the minutes as written. Stetson seconded. All in favor (Ayn, Ammy, Stetson, and Kevin voting).

c. **10/8/07 Meeting Minutes** – Lea Anne provided the Land Protection Criteria sheet to be filed with paperwork. Ayn made a motion to accept, as amended to change “fiver” to “five” on page 1. Todd seconded. All in favor. Kevin abstained.

## **5. CC Responsibilities**

Ammy talked with Geoff Ruggles regarding the CC’s concerns over the lack of a staff person to help with CC support. He wanted us to know that there is support available (filing, secretarial, etc.). Advertising, legal, etc. needs to be done through town. However, CC members feel that we still need knowledgeable expertise in conservation for support.

A suggestion was made to try a subcommittee approach to managing CC responsibilities and running our meetings more effectively. Responsibilities need to be delegated, and not rest solely on Ammy. We will have standing items on the agenda, and the person responsible will report back to the CC.

We brainstormed categories of items that we routinely deal with and developed the following list:

**Easement monitoring** – Kevin will oversee and report

**Special projects** (currently Ayn – SCA, UNH; Laura – White Sands, Scripture)

**PB** – Lea Anne will be a point-of-contact for the PB for plans coming in that need the CC’s review and comment; Todd will provide updates on PB meetings

**BOS** – Brian will provide updates

**Land acquisition drive** – Stetson will take charge. Jeff can help out as needed.

In addition, we can hire a consultant to help us on specific projects, if needed. We will rotate these positions so that everyone gets a chance to work on different projects.

We also discussed going to one meeting per month, which will leave more time for subcommittee work, as outlined above, and easement monitoring.

## **6. Miscellaneous**

### **a. Replies from the CC letters to landowners**

We have received several responses and need to come up with a system for replying to them in a timely manner. For example, David Arsenault has a couple of properties. Discussion took place about developing a checklist of follow up questions –

- Intent – donate, intent
- Sale price – ballpark figure
- Restrictions
- Look at property – do a quick scoring with the Land Protection Criteria
- Does the CC need to call a special meeting?

Stetson will come up with a checklist for the next CC meeting.

### **b. Plourde Sand and Gravel parcel on the Merrimack**

The owners contacted Geoff, and Geoff asked Ammy if we were interested in the property. The

CC went as a commission to look at property and had an assessment done. We will table the discussion for now.

**c. SCA & UNH proposal and Ethan Hipple's email- update from Ayn**

**UNH response** – day-to-day support or education liaison, would be better for an individual intern. He provided contact information for a department that may be able to provide an intern. ideas for potential projects include mapping, GIS to help in identifying parts of town for conservation – ground checking the overlays provided by Fish and Game. Ayn will get in touch to get better ideas as to what types of projects they want and provide an update at our next meeting.

**SCA** – Ayn talked to Ethan Hipple. If our proposal were accepted for a work crew, it would be for 20 work days. He indicated that we won't save money on housing costs just because they are close to Pembroke. There would be some costs for GPS training for crew. Ethan offered to talk to the CC, and Ayn will see if he can come to our November 19<sup>th</sup> meeting.

**d. UNH Forest Laws workshop**

Ammy provided information on the workshop. Also, there are two more Law Lecture Series, which the Town has already paid for, if anyone is interested in attending.

**e. Other**

Todd indicated that the Chickering Meadows proposal came before the PB, and the PB did not accept it. The PB felt that the plan was not complete, and it could not accept it. The applicant also felt that the vegetation they currently had on the berms was adequate.

Ayn was thinking to have a gathering of people who had given conservation land.

Ammy & Stetson are going to PB next month with their proposal for their property on Buck Street.

**7. Adjournment**

Kevin made a motion to adjourn the meeting. Todd seconded. All in favor. The meeting was adjourned at 9:08 pm.

Respectfully submitted by Lea Anne Atwell, CC Secretary.