

**PEMBROKE CONSERVATION COMMISSION (CC)**  
**Approved Minutes of August 10, 2009 Meeting**

**Present:** Lea Anne Atwell; Carol Bertsimas, Vice-Chair; Ammy Heiser, Chair; Stetson Heiser; Brian Mrazik, Secretary; Jeff White, Planning Board (PB) Representative; and Ayn Whytemare (until 9:05 PM).

**Not Present:** Fred Kline, Board of Selectman (BOS) Representative.

**Others Present:** Vanessa Bittermann, Central New Hampshire Regional Planning Commission (CNRPC).

1. **Call to Order** – Ammy called the meeting to order at 7:18 pm.
2. **CTAP Open Space Planning Program** – Ammy emailed all town committee and commission chairs, soliciting membership on the Open Space Committee (OSC). Ammy also emailed Jim Garvin, State Architectural Historian and Pembroke Citizen, who expressed interest in membership. There have been no other responders.
  - a. **Old Home Day** - The CC wants to utilize Old Home Day as an opportunity for citizens to complete the open space survey and to volunteer for the OSC. Ammy contacted Jocelyn Carlucci regarding obtaining a booth at Old Home Day. Jocelyn secured a spot with Joy Barker. **ACTION ITEMS:** Ayn has a canopy and will set it up at 8:00 AM on August 22. Ayn will also bring a poster board, easel, plastic conservation signs, copies of the open space survey, and the map of existing conservation areas provided by Vanessa. Carol motioned that the CC authorize Ayn to spend up to \$50 of CC funds to obtain poster board and other supplies for the booth. Stetson seconded the motion. Seven voted in favor, none opposed. The motion passed. **ACTION ITEMS:** Jeff volunteered to assist Ayn in setting up the booth and to man the booth until noon. Brian volunteered to man the booth during the afternoon.
  - b. **Town Newsletter** - The CC agreed to adjust the schedule for completion of the open space planning program as necessary in order to utilize the next Town Newsletter as a means for distributing the open space survey and for soliciting volunteers for the OSC. Jeff drafted a proposed article for inclusion in the newsletter. Brian expressed concern that the article might ‘oversell’ the OSC given that only 6+/- slots were available. **ACTION ITEM:** The CC requested that Jeff include a statement in the draft to encourage public input through other opportunities as well. The next newsletter will be issued on October 15, with a September 15 deadline for entries. Linda Williams is the contact for the newsletter. The CC agreed to include the open space survey and OSC membership solicitation as a tri-fold flyer in the newsletter. On the front, the flyer would include the survey and a sign-up form for the OSP, including space for potential candidates to list their interest and expertise. On the reverse, the flyer would contain a return address and a space to affix postage. The flyer would also contain instructions for a drop-off location or to respond via the ‘Survey Monkey’ website for those who do not want to mail their form back.

- c. **Open Space Survey** – The CC reviewed the draft open space survey provided by Vanessa Bittermann and agreed on the following changes: Questions 2, 3, and 4 were deleted, with some of their concepts incorporated in the remaining questions. Question 1 was renumbered as Question 4 and Question 6 was moved to Question 1. Changes to the remainder of the survey form were agreed upon as shown in Attachment 1. **ACTION ITEMS:** Vanessa agreed to incorporate the CC’s changes into a Web page for an online survey available through the CNHRPC website. Vanessa will circulate the link to the web page to CC members. Vanessa also agreed to attend the September 14 CC meeting.

### 3. Hillman Parcel Acquisition, 553 Buck St.

- a. **FRPP Approval and Land Trust** – Ammy reported that on July 15 she received word that Pembroke’s application for an acquisition grant under the Farm and Ranch Protection Program (FRPP) was approved by USDA-NRCS. Ammy has secured an extension from USDA-NRCS until August 31 for the return of all required paperwork and signatures for the grant. The Conservation Easement Deed language has to be finalized within 30 days of signing the Cooperative Agreement. NRCS is providing a template for the easement deed. The CC is pursuing the possibility of the Five Rivers Conservation Land Trust serving as the easement holder to assure that the terms of the easement are met in perpetuity. Chuck Knox from Five Rivers agreed to inspect the parcel and take the proposal to the Trust’s Board of Directors for approval in August. Ayn motioned that any future lease agreements relative to farming this parcel include a statement precluding the application of biosolids. Lea Anne seconded. Seven votes were in favor, none opposed. The motion passed.
- b. **Legal Opinion and Ratifications** - Ammy has secured a legal opinion regarding the Cooperative Agreement as requested by the BOS. The legal opinion held that the Agreement was non-binding on the Town. The opinion also covered procedural and due-process requirements that are necessary under RSA 36-A:5 to effect the Agreement. The CC is required to hold a public hearing and obtain the approval of the BOS before the Agreement can be signed. Although a public hearing by the BOS is not required, one was held on August 10. The CC’s public hearing will be held on August 12. Ammy requested that the CC ratify the expenditure of funds for the legal opinion (previously approved via telephone or email) and authorize the public hearing. Seven votes were cast in favor, none opposed. Ayn moved that the CC vote to authorize Ammy to represent the CC in all future matters relative to acquisition of the Hillman Parcel. Carol seconded. Seven votes were in favor, none opposed. The motion passed.
- c. **Appraisal** - The next step in the acquisition process is to obtain an appraisal of the 42-acre parcel, using an appraiser approved by USDA-NRCS. **ACTION ITEM:** The CC requested Stetson to take the lead on this action. Carol motioned that the CC authorize the expenditure of funds, not to exceed \$4,999, for the appraisal and that Stetson be authorized to put the appraisal out to bid. Ayn seconded. Seven votes in favor, none opposed. The motion passed.

- 4. **Review and Approve Minutes – July 13th Meeting** – Ammy stated that Fred Kline has replaced David Sheldon as the BOS representative on the CC. Ammy also noted that the acronym LSIP under the Bragfield Pond discussion should be LCIP. Stetson motioned that

the draft minutes be approved with these corrections. Jeff seconded. Seven votes in favor, none opposed. The motion passed.

## 5. Conservation Land Updates

- a. **White Sands** – A sign “No Motorized Access” has been made. **ACTION ITEMS:** Jeff will recommend a sight for placement of the sign and circulate it by email to CC members. Following members’ comments, Ammy will get back to Jim Boisvert about where to place it. Regarding the placement of rocks to further limit vehicle access, the CC agreed to drop this action since the installation of the gate has been very successful and the additional signage should further improve the situation.
  - b. **Bragfield Pond** – Lea Anne researched the files on this tract. The tract was purchased in 1990 using \$12,000 in funding from the New Hampshire Land Conservation Investment Program (LCIP) and a like amount from the Town of Pembroke. Steve Walker (LCIP) did a site visit on July 17 and followed up with a letter to the CC regarding the condition of the pond as raised by Dale Robinson at the last CC meeting. Steve noted that beavers are active in the pond and that vegetation consisted primarily of native water lilies, not invasives. Steve considers the conservation values of the pond to be fully intact and that trees falling in the pond are natural events that required no action by the CC. Steve did recommend that a minimum one-paragraph management plan be developed for the tract. Ammy advised that all Town forests have a management plan which the CC needs to adhere to. Ammy wrote a response letter to Mr. Robinson regarding his concerns.
  - c. **Ames Brook** –Kevin Krebs’ report on his July site visit was postponed until the September 14<sup>th</sup> CC meeting.
6. **Computer and GIS Software Purchase** – Jeff reported that a basic package necessary to support GIS capabilities for the CC would consist of a laptop computer at a cost of \$1,350 and ArcView software for mapping, data integration and analysis at \$1,200, with an annual \$400 maintenance fee. A \$100 tutorial was also recommended. A more comprehensive option would be to purchase ArcEditor which includes all the functionality of ArcView along with additional advanced editing tools. ArcEditor is considerably more expensive at \$6,300 for a single user license and a \$700 annual maintenance fee. The CC discussed items including costs, potential uses and users, and the need to make separate decisions regarding computer and GIS software acquisition. The CC agreed to keep these items on the table for future discussion and decision-making.
  7. **Pine Grove Appraisal** – This item was tabled until the September 14<sup>th</sup> meeting.
  8. **Application Reviews for Planning Board – Map 561 Lot 6-1** - The PB requested that the CC comment on a proposed retail greenhouse development in the vicinity of Rt. 106 and Borough Road. The short turnaround provided by the PB (August 18) precluded any comprehensive review and comment by the CC on this site plan. However it was noted that this site is located in an aquifer district and that the proposed greenhouse use raises concerns about the increase in impervious surface area and the potential leaching of nutrients and/or pesticides into the aquifer

**9. Adjournment:** Lea Anne made a motion to adjourn the meeting at 10:10 pm. Carol seconded. Six voted in favor, none opposed. The motion carried.

Submitted by Brian Mrazik, Secretary.

Next Meeting – September 14, 2009

## Town of Pembroke 2009 Open Space Survey

**1. Please rank the importance of having the town acquire the following types of undeveloped land for conservation/open space.** *Please circle High (H), Medium (M) or Low (L) priority.*

Agricultural lands	H	M	L
Floodplains	H	M	L
Forests	H	M	L
Hunting areas	H	M	L
Open fields	H	M	L
Places of historical, cultural, or archaeological significance	H	M	L
River frontage	H	M	L
Trails	H	M	L
Groundwater supply areas (aquifers)	H	M	L
Wetlands	H	M	L
Wildlife Habitat	H	M	L
Other (specify)	H	M	L

**2. What special places in Pembroke are most important to permanently conserve?** *List up to three places.*

**3. If Pembroke were to expand conservation lands, how should this be done?**

*Please check all that apply.*

- Town purchase of land
- Transfer of development rights
- Landowner permission to use land
- Town purchase of easements
- Subdivision regulation requirements
- Private organization purchase of land/easements

**4. Please indicate which of the following recreational opportunities you would like the Town to develop and/or improve.** *Please circle High (H), Medium (M) or Low (L) priority.*

Bike paths	H	M	L
Expanded river access	H	M	L
Specify which river(s): _____			
Fishing and hunting	H	M	L
Snowmobile trails	H	M	L
Swimming	H	M	L
Walking/horseback riding trails on Town property	H	M	L

**5. If you have any additional comments, please list them here:**

**6. If you would like to be involved with the Open Space Planning Committee, please provide your contact information below.**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_